



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. James C. Williamson

President

July 18, 2016

MEMORANDUM

TO: Presidents
Chief Academic Officers

FROM: Wesley E. Beddard, Associate Vice President
Programs

SUBJECT: State Board Action on July 15, 2016
Revised and Archived Curriculum Standards

On July 15, 2016, the State Board of Community Colleges approved archiving the following curriculum standards due to lack of enrollment:

Alternative Energy Technology: Biofuels (A20130)
Automotive Management (A60320)
Cardiovascular/Vascular Interventional Technology (Diploma) (D45140)
Court Reporting and Captioning (A25140)
Environmental Biotechnology (A20150)
Fine and Creative Woodworking (A30160)
Furniture Production Technology (A50180)
Furniture Production Technology/Design and Product Development (A5018A)
Gaming Management (A25250)
Insurance (Certificate) (C25280)
Laboratory Technology (A20160)
Low Impact Development (A40290)
Medical Transcription (Diploma) (D25320)*
Office Administration/Legal (A2537A)*
Office Administration/Virtual Office Assistance (A2537B)*
Optical Laboratory Mechanics (Certificate) (C45540)
Poultry Management Technology (A15130)
Pulp and Paper Technology (A50430)
Quality Assurance and Continuous Improvement (A50550)
Resort and Spa Management (A55410)
Travel and Tourism Technology (A25440)

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Presidents
Chief Academic Officers
Page 2
July 18, 2016

In addition, the State Board of Community Colleges approved revisions to the following curriculum standards:

- Associate in Engineering (A10500)
- Associate in Fine Arts in Music (A10700)
- Biomedical Equipment Technology (A50100)
- Cardiovascular Technology (Invasive and Non-Invasive) (A45170)
- Healthcare Management Technology (A25200)*
- Medical Office Administration (A25310)*
- Office Administration (A25370)*
- Taxidermy (Diploma) (D30380)

Curriculum program titles marked with the (*) are as a result of recommendations provided by the Office Administration Alignment Project (OAAP) participants. We would like to express our appreciation to the participants of the OAAP and to Pitt Community College for the leadership they provided as the lead resource college for the OAAP.

Please be aware that you must implement the revised curriculum 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.

An outline of the specific curriculum standard revisions are attached for your convenience. You may view all curriculum standards and courses by visiting the Academic Programs website at:

<http://www.nccommunitycolleges.edu/academic-programs>

If you have any questions concerning the July State Board action items listed above, please contact Ms. Jennifer Frazelle at 919.807.7120 or frazellej@nccommunitycolleges.edu.

WB/JF/gr

Attachments

c: Dr. Lisa M. Chapman
Ms. Elizabeth Self
Ms. Jennifer Frazelle
Program Coordinators

CC16-027
Email

**Outline of Curriculum Standard Revisions
State Board of Community Colleges
July 15, 2016**

Associate in Engineering (A15100):

- Added the following courses to the list of Universal General Education Transfer Component (UGETC) humanities course selections:

ENG 241 British Literature I
ENG 242 British Literature II

Associate in Fine Arts in Music (A10700):

- Revised hours from 64-65 semester hour credits to 60-61 semester hour credits.
- Incorporated specific Universal General Education Transfer (UGETC) courses.
- Modified the core of music (MUS) courses.
- Added the following course as a requirement:
ACA 122 College Transfer Success

Biomedical Equipment Technology (A50100):

- Added the following course to the core as an option:

CTI 120 Network & Sec Foundation

Cardiovascular Technology (Invasive and Non-Invasive) (A45170):

- Revised the curriculum description
- Removed the following courses from the required core:
ICT 114 Intro Cardiovascular Tech ICT 136 Cardiac Cath I
NCT 133 CV Ultrasound Prin NCT 143 Echocardiography I
- Revised the *Invasive* subject area by:
Adding the following courses:
ICT 110 Invasive Fundamentals ICT 136 Cardiac & PV Invasive I
ICT 140 CV Hemodynamics I ICT 218 Invasive Pharmacology
ICT 236 CV Hemodynamics II

Removing the following courses:
ICT 244 Peripheral Vascular Cath ICT 254 Intro to Cardiac EP
- Revised the *Non-Invasive* subject area by:
Adding the following courses:
NCT 110 Echo Fundamentals NCT 133 CV Ultrasound Prin
NCT 143 Echocardiography

Office Administration Alignment Project (OAAP):

Integrated related Office Administration programs into three programs which resulted in the following revised curriculum standards with specific subject areas and recommended general education:

- Healthcare Management Technology (A25200)
- Medical Office Administration (A25310)
- Office Administration (A25370)

Archived the following curriculum standards:

- Health Unit Coordinator (Certificate)(C25220)
- Office Administration/Legal (A2537A)
- Office Administration/Virtual Office Assistance (A2537B)
- Medical Transcription (Diploma) (D25320)
- Voice Writing Realtime Reporting (A25460)

Taxidermy (Diploma) (D30380):

Replaced archived courses with newly approved courses resulting in forty semester hour credits required for the diploma versus the previous thirty semester hour credits.

TXY 101 Fish Taxidermy (*) was replaced with the following new courses:

- TXY 131 Fish Preparation
- TXY 133 Fish Finishing

TXY 103 Mammal Taxidermy (*) was replaced with the following new courses

- TXY 121 Mammal Preparation
- TXY 122 Mammal Qual. Control & Mounting
- TXY 123 Mammal Finishing

TXY 105 Bird Taxidermy (*) was replaced with the following new courses:

- TXY 110 Bird Preparation
- TXY 112 Bird Quality Control & Monitoring
- TXY 114 Bird Finishing

**Course archived by the Curriculum Review Committee on May 26, 2016.*

Associate in Engineering (A10500) Curriculum

Effective Term: Fall 2016

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. *Admission to Engineering programs is highly competitive and admission is not guaranteed.*

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

GENERAL EDUCATION (42 SHC) The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

*(Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit to all UNC institutions.) *Exceptions (i.e. courses which are not classified as UGETC) are italicized.*

English Composition (6 SHC) The following two English composition courses are required:

ENG 111	Writing and Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Humanities/Fine Arts and Communication: Select one course from each category (6 SHC)

Humanities: Choose One:

ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)
<i>REL 110</i>	<i>World Religions</i>	<i>(3 SHC)*</i>

(REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.)

Fine Arts and Communication: Choose One:

COM 231	Public Speaking	(3 SHC)
ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)

Social/Behavioral Sciences: One course required. Select second course. (6 SHC)

Required:

ECO 251	Principles of Microeconomics	(3 SHC)
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Choose One:

HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Mathematics (12 SHC) *Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.*

MAT 271 Calculus I	(4 SHC)
MAT 272 Calculus II	(4 SHC)*
MAT 273 Calculus III	(4 SHC)*

Natural Sciences (12 SHC)

CHM 151 General Chemistry I	(4 SHC)
PHY 251 General Physics I	(4 SHC)
PHY 252 General Physics II	(4 SHC)

Total General Education Hours Required: 42 SHC

OTHER REQUIRED HOURS (18 SHC)

Academic Transition (1 SHC)

ACA 122 College Transfer Success	(1 SHC)
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Students must complete ACA 122 within the first 30 hours of enrollment.

Pre-major Elective (2 SHC)

EGR 150 Introduction to Engineering	(2 SHC)
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Other General Education and Pre-major Elective Hours: (15 SHC)

Select 15 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. *(Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.)*

Students should choose courses appropriate to the specific university and engineering major requirements.

BIO 111	General Biology I	(4 SHC)
CHM 152	General Chemistry II	(4 SHC)
COM 110	Introduction to Communication	(3 SHC)
CSC 134	C++ Programming	(3 SHC)
CSC 151	JAVA Programming	(3 SHC)
DFT 170	Engineering Graphics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
EGR 210	Intro to Electrical/Computer Engineering Lab	(2 SHC)
EGR 212	Logic System Design I	(3 SHC)
EGR 215	Network Theory I	(3 SHC)
EGR 216	Logic and Network Lab	(1 SHC)
EGR 220	Engineering Statics	(3 SHC)
EGR 225	Engineering Dynamics	(3 SHC)
EGR 228	Introduction to Solid Mechanics	(3 SHC)
HUM 110	Technology and Society	(3 SHC)
MAT 280	Linear Algebra	(3 SHC)
MAT 285	Differential Equations	(3 SHC)
PED 110	Fitness and Wellness for Life	(2 SHC)

****One semester hour of credit may be included in a 61 SHC associate in engineering program of study. The transfer of this hour is not guaranteed.**

Total Semester Hours Credit (SHC) in Program: 60-61**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

SBCC Approved 02/20/2015; BOG approved 02/27/2015; SBCC Revised 07/15/16.

Effective Term:
Fall 2017

Associate in Fine Arts in Music A10700 Curriculum Standard

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of a minimum of 60-61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (22-23 hours)

All Universal General Education Transfer Component courses will transfer for equivalency credit.

English Composition (6 SHC)

ENG 111	Writing and Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Communication and Humanities/Fine Arts: (3 SHC)

Communications/Humanities: Select one course from the following disciplines:

ART 111	Art Appreciation	(3 SHC)
COM 231	Public Speaking	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (6 SHC)

Select two courses from two different disciplines.

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Mathematics (3-4 SHC)

Mathematics (3-4 SHC): Select one course from the following.

MAT 143	Quantitative Literacy	(3 SHC)
MAT 171	Precalculus Algebra	(4 SHC)

Natural Sciences (4 SHC)

Natural Sciences (4 SHC): Select 4 SHC from the following:

AST 111	Descriptive Astronomy (3 SHC) <i>and</i> AST 111A Descriptive Astronomy Lab (1 SHC)
AST 151	General Astronomy I (3 SHC) <i>and</i> AST 151A General Astronomy I Lab (1 SHC)
BIO 110	Principles of Biology (4 SHC)
BIO 111	General Biology I (4 SHC)
CHM 151	General Chemistry I (4 SHC)
GEL 111	Geology (4 SHC)
PHY 110	Conceptual Physics (3 SHC) <i>and</i> PHY 110A Conceptual Physics Lab (1 SHC)

Additional General Education: (3 SHC)

Select one course from the following discipline areas: *All courses listed below are classified as UGETC with the exception of foreign language.*

ART 111	Art Appreciation (3 SHC)
COM 231	Public Speaking (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British Literature II (3 SHC)
MUS 110	Music Appreciation (3 SHC)
MUS 112	Introduction to Jazz (3 SHC)
PHI 215	Philosophical Issues (3 SHC)
PHI 240	Introduction to Ethics (3 SHC)

Any foreign language course classified as general education/humanities on the Comprehensive Articulation transfer course list.

Other Required (34-36 SHC)

Academic Transition: The following course is required (1 SHC):

ACA 122	College Transfer Success (1 SHC)
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Music Theory: The following courses are required (8 SHC):

MUS 121	Music Theory I (4 SHC)	MUS 122	Music Theory II (4 SHC)
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Applied Music: The following courses are required (4 SHC)

MUS 161	Applied Music I (2 SHC)	MUS 162	Applied Music II (2 SHC)
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Class Music: The following courses are required (2 SHC):

MUS 151	Class Music I (1 SHC)	MUS 152	Class Music II (1 SHC)
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Ensemble: (2-4 SHC) Select 2-4 SHC from the following courses:

MUS 131 Chorus (1 SHC)	MUS 132 Chorus II (1 SHC)
MUS 231 Chorus III (1 SHC)	MUS 232 Chorus IV (1 SHC)
MUS 133 Band I (1 SHC)	MUS 134 Band II (1 SHC)
MUS 233 Band III (1 SHC)	MUS 234 Band IV (1 SHC)
MUS 135 Jazz Ensemble (1 SHC)	MUS 136 Jazz Ensemble II (1 SHC)
MUS 235 Jazz Ensemble III (1 SHC)	MUS 236 Jazz Ensemble IV (1 SHC)
MUS 137 Orchestra I (1 SHC)	MUS 138 Orchestra II (1 SHC)
MUS 173 Opera Production I (1 SHC)	MUS 174 Opera Production II (1 SHC)
MUS 273 Opera Production III (1 SHC)	MUS 274 Opera Production IV (1 SHC)
MUS 237 Orchestra III (1 SHC)	MUS 238 Orchestra IV (1 SHC)
MUS 141 Ensemble I (1 SHC)	MUS 142 Ensemble II (1 SHC)
MUS 241 Ensemble III (1 SHC)	MUS 242 Ensemble IV (1 SHC)
MUS 181 Show Choir I (4 SHC)	MUS 253 Big Band (1 SHC)

An additional 15-19 SHC (depending on selection of math and ensemble courses) of courses should be selected from the courses classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement to total 60-61 semester hour credits. Students should select these courses based on their intended major and transfer institution.

Total Semester Hours Credit (SHC) in Program: 60-61*

**One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Music program of study. The transfer of this hour is not guaranteed.*

**Curriculum Standard for Engineering and Technology:
Electrical Engineering Technology**

Career Cluster: Science, Technology, Engineering, Mathematics**

Cluster Description: Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, and engineering) including laboratory and testing services, and research and development services.

Pathway: Engineering and Technology

Effective Term: Fall 2016 (2016*03)

Program Majors Under Pathway

Program Major / Classification of Instruction Programs (CIP) Code	Credential Level(s) Offered	Program Major Code
Biomedical Equipment Technology	CIP Code: 15.0401	AAS/Diploma/Certificate A50100
Computer Engineering Technology	CIP Code: 15.1201	AAS/Diploma/Certificate A40160
Electrical Engineering Technology	CIP Code: 15.0399	AAS/Diploma/Certificate A40180
Electronics Engineering Technology	CIP Code: 15.0303	AAS/Diploma/Certificate A40200
Laser and Photonics Technology	CIP Code: 15.0304	AAS/Diploma/Certificate A40280
Telecommunications and Network Engineering Technology	CIP Code: 15.0305	AAS/Diploma/Certificate A40400

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Program Description: Choose one of the following 4th paragraphs to use in conjunction with the first three paragraphs of the pathway description above for documentation used to identify each Program Major:

Biomedical Equipment Technology: A course of study that prepares the students to use basic engineering principles and technical skills to install, operate, troubleshoot, and repair sophisticated devices and instrumentation used in the health care delivery system. Includes instruction in instrument calibration, design and installation testing, system safety and maintenance procedures, procurement and installation procedures, and report preparation. With an AAS degree and two years' experience, an individual should be able to become a certified Biomedical Equipment Technician.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

**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.*

Approved by the State Board of Community Colleges on August 16, 2012; Editorial Revision 12/14/12; CRC Revised—Electronic Only 05/29/13; Editorial Revision 08/19/13; Editorial Revision 08/21/13; Editorial Revision 04/22/14; Editorial Revision 02/26/15; Prefix Addition 08/01/15; CRC Revised 10/22/15; SBCC Revised 07/15/16.

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Electronics Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Laser and Photonics Technology: A course of study that prepares the students to apply basic engineering principles and technical skills for specifying, operating, and maintaining laser-based systems. Includes instruction in mathematics, science, communications, electronics, and optics courses emphasizing laboratory learning experiences that develops the hands-on skills needed. Graduates of the curriculum qualify for current and emerging employment opportunities in fiber optic communications, materials processing, laser surgery, research, and a variety of related fields.

Telecommunications and Network Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills for positions in the telecommunication networking industry. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, microprocessors, telecommunications and network systems with an emphasis on analyzing and troubleshooting telecommunications and network systems. Graduates should qualify for employment as electronic engineering technician, field service technician, maintenance technician, network system technician, network specialist, network systems integrator, and network administrator.

I. General Education Academic Core

[Curriculum Requirements for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97(3)]: 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.

Engineering and Technology: Electrical Engineering Technology

General Education Academic Core	AAS	Diploma	Certificate																																																																																																												
Minimum General Education Hours Required:	15 SHC	6 SHC	0 SHC																																																																																																												
<p><i>Courses listed below are recommended general education courses for this curriculum standard. Colleges may choose to include additional or alternative general education courses to meet local curriculum needs.</i></p> <p><i>*Recommended certificate and diploma level curriculum courses. These courses may <u>not</u> be included in associate degree programs.</i></p> <p>Communications:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>*COM 101</td><td>Workplace Communication</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>COM 110</td><td>Introduction to Communication</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>COM 120</td><td>Intro Interpersonal Com</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>COM 231</td><td>Public Speaking</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ENG 101</td><td>Applied Communications I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>*ENG 102</td><td>Applied Communications II</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ENG 110</td><td>Freshman Composition</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ENG 111</td><td>Expository Writing</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ENG 114</td><td>Professional Research & Reporting</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ENG 116</td><td>Technical Report Writing</td><td style="text-align: right;">3 SHC</td></tr> </table> <p>Humanities/Fine Arts:</p> <table style="width: 100%; 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II. Major Hours. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning 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. Below is a description of each section under Major Hours.

- A. Technical Core.** The technical core is comprised of specific courses which are required for all Program Majors under this Curriculum Standard. 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 curriculum core courses or core subject area of the AAS program.
- B. Program Major(s).** The Program Major must include a minimum of 12 semester hour's credit from required subjects and/or courses. The Program Major is in addition to the technical 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.

Engineering and Technology: Electrical Engineering Technology	AAS	Diploma	Certificate
Minimum Major Hours Required:	49 SHC	30 SHC	12 SHC
<p>A. Technical Core:</p> <p>Analog ELN 131 Analog Electronics I 4 SHC</p> <p>Circuits ELC 131 Circuit Analysis I 4 SHC <i>OR</i> ELC 138 DC Circuit Analysis 4 SHC <i>AND</i> ELC 139 AC Circuit Analysis 4 SHC</p> <p>Digital ELN 133 Digital Electronics 4 SHC</p> <p>B. Program Major(s). <i>For AAS Degree select one program major plus additional courses from the prefixes listed within the same program major for a minimum of (12) semester hours of credits.</i></p> <p><u>Electrical Engineering Technology</u> ELC 128 Intro to PLC 3 SHC <i>OR</i> ELN 260 Prog Logic Controllers 4 SHC ELC 135 Electrical Machines I 3 SHC ELC 231 Electric Power Systems 4 SHC</p> <p><u>Electronics Engineering Technology</u> <i>Choose at least 2 courses:</i> ATR 214 Advanced PLCs 4 SHC ELC 128 Intro to PLC 3 SHC ELC 228 PLC Applications 4 SHC ELN 232 Intro to Microprocessors 4 SHC ELN 234 Communication Systems 4 SHC ELN 260 Prog Logic Controllers 4 SHC</p>	24-28 SHC		

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Computer Engineering Technology

Choose one course:

CET 111	Computer Upgrade/Repair I	3 SHC
CTI 130	OS and Device Foundation	6 SHC
CTS 120	Hardware/Software Support	3 SHC

Choose at least one:

CSC 133	C Programming	3 SHC
CSC 134	C ++ Programming	3 SHC
CSC 139	Visual BASIC Prog	3 SHC
CSC 151	JAVA Programming	3 SHC
ELN 232	Intro to Microprocessors	4 SHC
NOS 110	Operating Systems Concepts	3 SHC

Telecommunications and Networking Engineering Technology

CET 130	Operating System Prin	3 SHC
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Choose one pair of courses:

TNE 111	Campus Networks I	3 SHC
<i>AND</i>		
TNE 121	Campus Networks II	3 SHC
<i>OR</i>		
NET 125	Introduction to Networks	3 SHC
<i>AND</i>		
NET 126	Routing Basics	3 SHC

Laser and Photonics Engineering Technology

LEO 211	Photonics Technology	7 SHC
LEO 212	Photonics Applications	4 SHC

Biomedical Equipment Technology

BMT 111	Intro to Biomed Field	2 SHC
BMT 212	BMET Instrumentation I	6 SHC

Choose at least one:

CET 111	Computer Upgrade/Repair I	3 SHC
CTI 120	Network & Sec Foundation	3 SHC
NET 110	Networking Concepts	3 SHC
NET 125	Introduction to Networks	3 SHC
SEC 110	Security Concepts	3 SHC

C. Other Major Hours. To be selected from the following prefixes:

AHR, ALT, ATR, BAT, BIO, BMT, BPR, CET, CHM, CIS, CSC, CTI, CTS, DBA, DEA, DFT, EGR, ELC, ELN, EPP, HYD, ISC, LEO, MAT, MEC, MNT, NET, NOS, OMT, PCI, PHY, SEC, SGD, SST, TNE, WBL, WEB, and WLD

Up to two semester hour credits may be selected from ACA.

Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.

III. Other Required Hours

A college may include courses to meet graduation or local employer requirements in a certificate (0-1 SHC), diploma (0-4 SHC), or an associate in applied science (0-7 SHC) 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.

IV. Employability Competencies

Fundamental competencies that address soft skills vital to employability, personal, and professional success are listed below. Colleges are encouraged to integrate these competencies into the curriculum by embedding appropriate student learning outcomes into one or more courses or through alternative methods.

- A. Interpersonal Skills and Teamwork** – The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks.
- B. Communication** – The ability to effectively exchange ideas and information with others through oral, written, or visual means.
- C. Integrity and Professionalism** – Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism and demeanor.
- D. Problem-solving** – The ability to identify problems and potential causes while developing and implementing practical action plans for solutions.
- E. Initiative and Dependability** – Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability.
- F. Information processing** – The ability to acquire, evaluate, organize, manage, and interpret information.
- G. Adaptability and Lifelong Learning** – The ability to learn and apply new knowledge and skills and adapt to changing technologies, methods, processes, work environments, organizational structures and management practices.
- H. Entrepreneurship** – The knowledge and skills necessary to create opportunities and develop as an employee or self-employed business owner.

An **Employability Skills Resource Toolkit has been developed by NC-NET for the competencies listed above. Additional information is located at: <http://www.nc-net.info/employability.php>*

***The North Carolina Career Clusters Guide was developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement. Additional information about Career Clusters is located at: http://www.nc-net.info/NC_career_clusters_guide.php or <http://www.careertech.org>.*

Summary of Required Semester Hour Credits (SHC) for each credential:

	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

Approved by the State Board of Community Colleges on August 16, 2012; Editorial Revision 12/14/12; CRC Revised—Electronic Only 05/29/13; Editorial Revision 08/19/13; Editorial Revision 08/21/13; Editorial Revision 04/22/14; Editorial Revision 02/26/15; Prefix Addition 08/01/15; CRC Revised 10/22/15; SBCC Revised 07/15/16.

CURRICULUM STANDARD

<i>Effective Term</i> Fall 2016 [2016*03]

Curriculum Program Title	Cardiovascular Technology (Invasive and Non-Invasive)	Program Code	A45170
Concentration	(not applicable)	CIP Code	51.0901

Curriculum Description

Cardiovascular Technology is an allied health career that prepares individuals to develop attributes necessary to perform procedures leading to diagnosis and treatment of cardiovascular disease.

Course work emphasizes technical and cognitive skills by applying the concepts of echocardiography, electrocardiography, cardiac catheterization, and cardiovascular anatomy and physiology.

Graduates selecting the non-invasive track (Cardiac Sonography) are eligible for the Noninvasive Registry to become a Registered Diagnostic Cardiac Sonographer through American Registry of Medical Sonography (ARDMS) or a Registered Cardiac Sonography (RCS) through Cardiovascular Credentialing International, Inc. (CCI). Graduates selecting the invasive track (Cardiovascular Invasive Specialist) may be eligible for the Invasive Registry to become a Registered Cardiovascular Invasive Specialist (RCIS) through Cardiovascular Credentialing International, Inc. (CCI).

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (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-based learning 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. 1D SBCCC 400.97 (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-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Cardiovascular Technology (Invasive and Non-Invasive) A45170

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: <div style="margin-left: 20px;"> NCT 134 CV Anatomy and Physiology 4 SHC ICT 113 Electrocardiography 4 SHC </div> Required Subject Area: (select one sequence) Invasive <div style="margin-left: 20px;"> ICT 110 Invasive Fundamentals 3 SHC ICT 136 Cardiac & PV Invasive I 6 SHC ICT 140 CV Hemodynamics I 2 SHC ICT 214 Cardiac & PV Invasive II 9 SHC ICT 218 Invasive Pharmacology 2 SHC ICT 234 Cardiac & PV Invasive III 13 SHC ICT 236 CV Hemodynamics II 2 SHC </div> Non-invasive <div style="margin-left: 20px;"> NCT 110 Echo Fundamentals 3 SHC NCT 133 CV Ultrasound Prin 3 SHC NCT 143 Echocardiography I 6 SHC NCT 251 Echocardiography II 8 SHC NCT 253 Hemodynamic Echo Prin 3 SHC NCT 273 Echocardiography III 14 SHC </div>	45	NR	NR
B. CONCENTRATION (<i>Not applicable</i>)			
C. OTHER MAJOR HOURS To be selected from the following prefixes: BIO, CHM, CIS, CSC, ICT, MAT, MED, NCT, OST, PHY, PSY, and WBL <i>Up to two semester hour credits may be selected from ACA.</i> <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>			

CURRICULUM STANDARD

Effective Term
Fall 2017
[2017*03]

Curriculum Program Title	Healthcare Management Technology	Program Code	A25200
Concentration	(not applicable)	CIP Code	51.0701

Curriculum Description

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCC 400.97(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-based learning 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.)*
- II. **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.*

Minimum General Education Hours Required:	15 SHC	6 SHC	0 SHC
<p><i>Courses listed below are recommended general education courses for this curriculum standard. Colleges may choose to include additional or alternative general education courses to meet local curriculum needs.</i></p>			
<p>Communication:</p> <p>COM 110 Introduction to Communication 3 SHC COM 120 Intro Interpersonal Com 3 SHC COM 231 Public Speaking U 3 SHC ENG 111 Writing and Inquiry U 3 SHC ENG 112 Writing/Research in the Disc U 3 SHC ENG 114 Prof Research & Reporting 3 SHC ENG 116 Technical Report Writing 3 SHC</p>	6 SHC	3-6 SHC	Optional
<p>Humanities/Fine Arts:</p> <p>ART 111 Art Appreciation U 3 SHC HUM 110 Technology and Society 3 SHC HUM 115 Critical Thinking 3 SHC HUM 230 Leadership Development 3 SHC MUS 110 Music Appreciation U 3 SHC PHI 230 Introduction to Logic 3 SHC PHI 240 Introduction to Ethics U 3 SHC</p>	3 SHC	0-3 SHC	Optional
<p>Social /Behavioral Sciences:</p> <p>ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics U 3 SHC ECO 252 Prin of Macroeconomics U 3 SHC POL 120 American Government U 3 SHC PSY 118 Interpersonal Psychology 3 SHC PSY 150 General Psychology U 3 SHC SOC 210 Introduction to Sociology U 3 SHC</p>	3 SHC	0-3 SHC	Optional
<p>Natural Sciences/Mathematics:</p> <p>MAT 110 Math Measurement and Literacy 3 SHC MAT 121 Algebra/Trigonometry I 3 SHC MAT 143 Quantitative Literacy U 3 SHC MAT 152 Statistical Methods I U 4 SHC MAT 171 Precalculus Algebra U 4 SHC</p>	3-4 SHC	0-3 SHC	Optional
<p>U indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.</p>			

Major Hours

[ref. 1D SBCCC 400.97(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-based learning 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.

Healthcare Management Technology A25200

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. Technical Core: <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject area or core of the AAS degree.</i>	36-39 SHC	12 SHC	
Required Courses: ACC 120 Prin of Financial Acct 4 SHC ACC 121 Prin of Managerial Acct 4 SHC HMT 110 Intro to Healthcare Mgt 3 SHC			
Computer Applications <i>Select one:</i> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Applications I 3 SHC			
Insurance <i>Select one:</i> HMT 210 Medical Insurance 3 SHC OST 148 Med Ins & Billing 3 SHC			
Legal/Medical Ethics <i>Select one:</i> HMT 215 Legal Asp of Healthcare Admin 3 SHC MED 118 Medical Law and Ethics 2 SHC OST 149 Medical Legal Issues 3 SHC			
Medical Terminology <i>Select one set:</i> MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC or OST 141 Med Office Terms I 3 SHC OST 142 Med Office Terms II 3 SHC			

<p>Required Subject Areas (Select one subject area):</p> <p>General Healthcare Management Technology 12 hours to be selected from the following prefix: BUS, HMT and/or OST</p> <p>Healthcare Entrepreneurship Select one:</p> <table border="0"> <tr> <td>BUS</td> <td>230</td> <td>Small Business Management</td> <td>3 SHC</td> </tr> <tr> <td>BUS</td> <td>280</td> <td>REAL Small Business</td> <td>4 SHC</td> </tr> </table> <p>Select three:</p> <table border="0"> <tr> <td>BUS</td> <td>139</td> <td>Entrepreneurship I</td> <td>3 SHC</td> </tr> <tr> <td>BUS</td> <td>245</td> <td>Entrepreneurship II</td> <td>3 SHC</td> </tr> <tr> <td>ETR</td> <td>210</td> <td>Intro to Entrepreneurship</td> <td>3 SHC</td> </tr> <tr> <td>ETR</td> <td>220</td> <td>Innovation and Creativity</td> <td>3 SHC</td> </tr> <tr> <td>HMT</td> <td>212</td> <td>Mgt of Healthcare Org</td> <td>3 SHC</td> </tr> <tr> <td>MKT</td> <td>231</td> <td>Healthcare Marketing</td> <td>3 SHC</td> </tr> </table> <p>Long Term Care</p> <table border="0"> <tr> <td>GRO</td> <td>120</td> <td>Gerontology</td> <td>3 SHC</td> </tr> <tr> <td>HMT</td> <td>211</td> <td>Long-Term Care Admin</td> <td>3 SHC</td> </tr> <tr> <td>HMT</td> <td>212</td> <td>Mgt of Healthcare Org</td> <td>3 SHC</td> </tr> <tr> <td>OST</td> <td>250</td> <td>Long-Term Care Coding</td> <td>3 SHC</td> </tr> </table>	BUS	230	Small Business Management	3 SHC	BUS	280	REAL Small Business	4 SHC	BUS	139	Entrepreneurship I	3 SHC	BUS	245	Entrepreneurship II	3 SHC	ETR	210	Intro to Entrepreneurship	3 SHC	ETR	220	Innovation and Creativity	3 SHC	HMT	212	Mgt of Healthcare Org	3 SHC	MKT	231	Healthcare Marketing	3 SHC	GRO	120	Gerontology	3 SHC	HMT	211	Long-Term Care Admin	3 SHC	HMT	212	Mgt of Healthcare Org	3 SHC	OST	250	Long-Term Care Coding	3 SHC			
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Employability Competencies

Fundamental competencies that address soft skills vital to employability, personal, and professional success are listed below. Colleges are encouraged to integrate these competencies into the curriculum by embedding appropriate student learning outcomes into one or more courses or through alternative methods.

- A. Interpersonal Skills and Teamwork** – The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks
- B. Communication** – The ability to effectively exchange ideas and information with others through oral, written, or visual means
- C. Integrity and Professionalism** – Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism and demeanor
- D. Problem-solving** – The ability to identify problems and potential causes while developing and implementing practical action plans for solutions
- E. Initiative and Dependability** – Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability
- F. Information processing** – The ability to acquire, evaluate, organize, manage, and interpret information
- G. Entrepreneurship** – The knowledge and skills necessary to create opportunities and develop as an employee or self-employed business owner
- H. Adaptability and Lifelong Learning** – The ability to learn and apply new knowledge and skills and adapt to changing technologies, methods, processes, work environments, organizational structures and management practices

**The Employability Competencies were determined as part of the Office Administration Alignment Project (OAAP). The *North Carolina Career Clusters Guide*, along with Industry/Employer Surveys, OAAP College Representative Surveys, and College Advisory Board input were used to determine these competencies.

The North Carolina Career Clusters Guide was developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement. Additional information about Career Clusters is located at:

http://www.nc-net.info/NC_career_clusters_guide.php or <http://www.careertech.org>.

CURRICULUM STANDARD

Effective Term
Fall 2017
[2017*03]

Curriculum Program Title	Medical Office Administration	Program Code	A25310
Concentration	(not applicable)	Program Code	51.0705

Curriculum Description

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCC 400.97(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-based learning 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.)*
- II. **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.*

Minimum General Education Hours Required:	15 SHC	6 SHC	0 SHC
<p><i>Courses listed below are recommended general education courses for this curriculum standard. Colleges may choose to include additional or alternative general education courses to meet local curriculum needs.</i></p> <p>Communication:</p> <p>COM 110 Introduction to Communication 3 SHC COM 120 Intro Interpersonal Com 3 SHC COM 231 Public Speaking U 3 SHC ENG 111 Writing and Inquiry U 3 SHC ENG 112 Writing/Research in the Disc U 3 SHC ENG 114 Prof Research & Reporting 3 SHC ENG 116 Technical Report Writing 3 SHC</p> <p>Humanities/Fine Arts:</p> <p>ART 111 Art Appreciation U 3 SHC HUM 110 Technology and Society 3 SHC HUM 115 Critical Thinking 3 SHC HUM 230 Leadership Development 3 SHC MUS 110 Music Appreciation U 3 SHC PHI 230 Introduction to Logic 3 SHC PHI 240 Introduction to Ethics U 3 SHC</p> <p>Social /Behavioral Sciences:</p> <p>ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics U 3 SHC ECO 252 Prin of Macroeconomics U 3 SHC POL 120 American Government U 3 SHC PSY 118 Interpersonal Psychology 3 SHC PSY 150 General Psychology U 3 SHC SOC 210 Introduction to Sociology U 3 SHC</p> <p>Natural Sciences/Mathematics:</p> <p>MAT 110 Math Measurement and Literacy 3 SHC MAT 121 Algebra/Trigonometry I 3 SHC MAT 143 Quantitative Literacy U 3 SHC MAT 152 Statistical Methods I U 4 SHC MAT 171 Precalculus Algebra U 4 SHC</p> <p>U indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.</p>	<p>6 SHC</p> <p>3 SHC</p> <p>3 SHC</p> <p>3-4 SHC</p>	<p>3-6 SHC</p> <p>0-3 SHC</p> <p>0-3 SHC</p> <p>0-3 SHC</p>	<p>Optional</p> <p>Optional</p> <p>Optional</p> <p>Optional</p>

Major Hours

[ref. 1D SBCCC 400.97(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-based learning 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 Office Administration A25310

	AAS	Diploma	Certificate																																																																																																				
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																																																																																				
<p>A. Technical Core: <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject area or core of the AAS degree.</i></p> <p>Required Courses:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">OST</td> <td style="width: 10%;">148</td> <td style="width: 40%;">Med Ins & Billing</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 20%;"></td> </tr> <tr> <td>OST</td> <td>164</td> <td>Office Editing</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>Computer Applications <i>Select one:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CIS</td> <td style="width: 10%;">110</td> <td style="width: 40%;">Introduction to Computers</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 20%;"></td> </tr> <tr> <td>CIS</td> <td>111</td> <td>Basic PC Literacy</td> <td style="text-align: right;">2 SHC</td> <td></td> </tr> <tr> <td>OST</td> <td>137</td> <td>Office Applications I</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>Formatting/Word Processing <i>Select one:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">OST</td> <td style="width: 10%;">134</td> <td style="width: 40%;">Text Entry and Formatting</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 20%;"></td> </tr> <tr> <td>OST</td> <td>136</td> <td>Word Processing</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>Legal/Medical Ethics <i>Select one:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">HMT</td> <td style="width: 10%;">215</td> <td style="width: 40%;">Legal Asp of Healthcare Admin</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 20%;"></td> </tr> <tr> <td>MED</td> <td>118</td> <td>Medical Law and Ethics</td> <td style="text-align: right;">2 SHC</td> <td></td> </tr> <tr> <td>OST</td> <td>149</td> <td>Medical Legal Issues</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>Medical Office Management <i>Select one:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">MED</td> <td style="width: 10%;">130</td> <td style="width: 40%;">Admin Office Procedures I</td> <td style="width: 10%; text-align: right;">2 SHC</td> <td style="width: 20%;"></td> </tr> <tr> <td>OST</td> <td>181</td> <td>Office Procedures</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>OST</td> <td>161</td> <td>Medical Ofc Procedures</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>OST</td> <td>288</td> <td>Medical Office Admin Capstone</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>OST</td> <td>289</td> <td>Office Admin Capstone</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>Medical Terminology <i>Select one set:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">MED</td> <td style="width: 10%;">121</td> <td style="width: 40%;">Medical Terminology I</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 20%;"></td> </tr> <tr> <td>MED</td> <td>122</td> <td>Medical Terminology II</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">or</td> <td></td> <td></td> </tr> <tr> <td>OST</td> <td>141</td> <td>Med Office Terms I</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>OST</td> <td>142</td> <td>Med Office Terms II</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table>	OST	148	Med Ins & Billing	3 SHC		OST	164	Office Editing	3 SHC		CIS	110	Introduction to Computers	3 SHC		CIS	111	Basic PC Literacy	2 SHC		OST	137	Office Applications I	3 SHC		OST	134	Text Entry and Formatting	3 SHC		OST	136	Word Processing	3 SHC		HMT	215	Legal Asp of Healthcare Admin	3 SHC		MED	118	Medical Law and Ethics	2 SHC		OST	149	Medical Legal Issues	3 SHC		MED	130	Admin Office Procedures I	2 SHC		OST	181	Office Procedures	3 SHC		OST	161	Medical Ofc Procedures	3 SHC		OST	288	Medical Office Admin Capstone	3 SHC		OST	289	Office Admin Capstone	3 SHC		MED	121	Medical Terminology I	3 SHC		MED	122	Medical Terminology II	3 SHC				or			OST	141	Med Office Terms I	3 SHC		OST	142	Med Office Terms II	3 SHC		33-36 SHC	12 SHC	
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Required Subject Areas (Select one subject area.):			
General Medical Office Administration			
<i>12 hours to be selected from the following prefixes: OST and/or MED</i>			
Dental Office			
OST	143	Dental Office Terminology	3 SHC
OST	147	Dental Billing and Coding	3 SHC
OST	245	Dental Office Management	3 SHC
OST	246	Dental Office Simulation	3 SHC
Healthcare Administration			
BUS	153	Human Resource Mgmt	3 SHC
HMT	110	Intro to Healthcare Mgmt	3 SHC
HMT	211	Long Term Care Admin	3 SHC
HMT	212	Mgmt of Healthcare Org	3 SHC
Medical Auditor			
OST	247	Procedure Coding	3 SHC
OST	248	Diagnostic Coding	3 SHC
OST	264	Medical Auditing	3 SHC
<i>Select one:</i>			
OST	265	Healthcare Comp & Reg	3 SHC
OST	266	Adv Medical Auditing	3 SHC
Medical Billing and Coding			
OST	247	Procedure Coding	3 SHC
OST	248	Diagnostic Coding	3 SHC
<i>Select two:</i>			
OST	250	Long-Term Care Coding	3 SHC
OST	249	Med Coding Certification Prep	3 SHC
OST	260	Adv Coding Methodologies	3 SHC
OST	264	Medical Auditing	3 SHC
Medical Document Specialist			
<i>Select four:</i>			
OST	135	Adv Text Entry & Format	3 SHC
OST	165	Adv Office Editing	3 SHC
OST	241	Med Ofc Transcription I	3 SHC
OST	242	Med Ofc Transcription II	3 SHC
OST	244	Med Document Processing	3 SHC
OST	280	Electronic Health Records	3 SHC
Patient Services Representative			
<i>Select three:</i>			
BUS	151	People Skills	3 SHC
BUS	260	Business Communication	3 SHC
BUS	270	Professional Development	3 SHC
MKT	223	Customer Service	3 SHC
OST	165	Adv Office Editing	3 SHC
OST	263	Healthcare Customer Relations	3 SHC
OST	286	Professional Development	3 SHC
<i>Select one:</i>			
OST	122	Office Computations	3 SHC
BUS	121	Business Math	3 SHC
BUS	125	Personal Finance	3 SHC

B. CONCENTRATION <i>(Not applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, BAF, BIO, BUS, CIS, CRT, CSV, CTI, CTS, DBA, DEN, ECO, ETR, HBI, HEA, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, PBT, PMT, SPA, WBL and WEB <i>Up to two semester hour credit may be selected from ACA.</i> <i>Up to three semester hour credits may be selected from the following prefixes: ARA ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>			

Employability Competencies

Fundamental competencies that address soft skills vital to employability, personal, and professional success are listed below. Colleges are encouraged to integrate these competencies into the curriculum by embedding appropriate student learning outcomes into one or more courses or through alternative methods.

- A. Information processing** – The ability to acquire, evaluate, organize, manage, and interpret information (Planning and Organizing)
- B. Communication** – The ability to effectively exchange ideas and information with others through oral, written, or visual means
- C. Integrity and Professionalism** – Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism and demeanor
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**The Employability Competencies were determined as part of the Office Administration Alignment Project (OAAP). The *North Carolina Career Clusters Guide*, along with Industry/Employer Surveys, OAAP College Representative Surveys, and College Advisory Board input were used to determine these competencies.

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CURRICULUM STANDARD

Effective Term
Fall 2017
[2017*03]

Curriculum Program Title	Office Administration	Program Code	A25370
Concentration	(not applicable)	CIP Code	22.0204

Curriculum Description

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCC 400.97(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-based learning 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.

Minimum General Education Hours Required:	15 SHC	6 SHC	0 SHC
<p><i>Courses listed below are recommended general education courses for this curriculum standard. Colleges may choose to include additional or alternative general education courses to meet local curriculum needs.</i></p>			
<p>Communication:</p> <p>COM 110 Introduction to Communication 3 SHC COM 120 Intro Interpersonal Com 3 SHC COM 231 Public Speaking U 3 SHC ENG 111 Writing and Inquiry U 3 SHC ENG 112 Writing/Research in the Disc U 3 SHC ENG 114 Prof Research & Reporting 3 SHC ENG 116 Technical Report Writing 3 SHC</p>	6 SHC	3-6 SHC	Optional
<p>Humanities/Fine Arts:</p> <p>ART 111 Art Appreciation U 3 SHC HUM 110 Technology and Society 3 SHC HUM 115 Critical Thinking 3 SHC HUM 230 Leadership Development 3 SHC MUS 110 Music Appreciation U 3 SHC PHI 230 Introduction to Logic 3 SHC PHI 240 Introduction to Ethics U 3 SHC</p>	3 SHC	0-3 SHC	Optional
<p>Social /Behavioral Sciences:</p> <p>ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics U 3 SHC ECO 252 Prin of Macroeconomics U 3 SHC POL 120 American Government U 3 SHC PSY 118 Interpersonal Psychology 3 SHC PSY 150 General Psychology U 3 SHC SOC 210 Introduction to Sociology U 3 SHC</p>	3 SHC	0-3 SHC	Optional
<p>Natural Sciences/Mathematics:</p> <p>MAT 110 Math Measurement and Literacy 3 SHC MAT 121 Algebra/Trigonometry I 3 SHC MAT 143 Quantitative Literacy U 3 SHC MAT 152 Statistical Methods I U 4 SHC MAT 171 Precalculus Algebra U 4 SHC</p>	3-4 SHC	0-3 SHC	Optional
<p>U indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.</p>			

Major Hours

[ref. 1D SBCCC 400.97(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-based learning 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 A25370

	AAS	Diploma	Certificate																																
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																
<p>A. Technical Core: <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject area or core of the AAS degree.</i></p> <p>Required Courses:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">OST 164 Office Editing</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 184 Records Management</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> </table> <p>Computer Applications <i>Select one:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">CIS 110 Introduction to Computers</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">CIS 111 Basic PC Literacy</td> <td style="text-align: right; padding-right: 20px;">2 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 137 Office Applications I</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> </table> <p>Formatting/Word Processing <i>Select one:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">OST 134 Text Entry & Formatting</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 136 Word Processing</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> </table> <p>Office Management <i>Select one:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">BUS 135 Principles of Supervision</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">BUS 137 Principles of Management</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 181 Office Procedures</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 289 Office Administration Capstone</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> </table> <p>Required Subject Areas (Select one subject area):</p> <p>General Office Administration 9 hours to be selected from the following prefix: OST</p> <p>Office Finance <i>Select one:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">ACC 150 Acct Software Appl</td> <td style="text-align: right; padding-right: 20px;">2 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 153 Office Finance Solutions</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> </table> <p><i>Select one:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">BUS 121 Business Math</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">BUS 125 Personal Finance</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">OST 122 Office Computations</td> <td style="text-align: right; padding-right: 20px;">3 SHC</td> </tr> </table>	OST 164 Office Editing	3 SHC	OST 184 Records Management	3 SHC	CIS 110 Introduction to Computers	3 SHC	CIS 111 Basic PC Literacy	2 SHC	OST 137 Office Applications I	3 SHC	OST 134 Text Entry & Formatting	3 SHC	OST 136 Word Processing	3 SHC	BUS 135 Principles of Supervision	3 SHC	BUS 137 Principles of Management	3 SHC	OST 181 Office Procedures	3 SHC	OST 289 Office Administration Capstone	3 SHC	ACC 150 Acct Software Appl	2 SHC	OST 153 Office Finance Solutions	3 SHC	BUS 121 Business Math	3 SHC	BUS 125 Personal Finance	3 SHC	OST 122 Office Computations	3 SHC	22-25 SHC	12 SHC	
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<p><i>Select one:</i></p> <p>ACC 111 Financial Accounting 3 SHC ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Accounting 4 SHC</p> <p>Legal Office <i>Select three:</i></p> <p>BUS 115 Business Law 3 SHC LEX 270 Law Office Mgt/Technology 2 SHC OST 155 Legal Terminology 3 SHC OST 156 Legal Office Procedures 3 SHC OST 252 Legal Transcription I 3 SHC</p> <p>Virtual Office <i>Select three:</i></p> <p>MKT 232 Social Media Marketing 4 SHC OST 145 Social Media for Office Prof 3 SHC OST 171 Intro. To Virtual Office 3 SHC OST 271 Office Web Technologies 3 SHC OST 272 Virtual Office Capstone 3 SHC</p> <p>Customer Service <i>Select two:</i></p> <p>BUS 260 Business Communications 3 SHC OST 159 Office Ethics 3 SHC OST 165 Adv Office Editing 3 SHC OST 286 Professional Development 3 SHC</p> <p><i>Select one:</i></p> <p>BUS 151 People Skills 3 SHC CSV 110 Intro to Customer Service 3 SHC MKT 223 Customer Service 3 SHC</p> <p>Office Software <i>Select three:</i></p> <p>CTS 125 Presentation Graphics 3 SHC CTS 130 Spreadsheet 3 SHC DBA 110 Database Concepts 3 SHC OST 138 Office Applications II 3 SHC OST 233 Office Publications Design 3 SHC OST 236 Adv Word Processing 3 SHC OST 238 Office Applications III 3 SHC</p>			
<p>B. CONCENTRATION <i>(Not applicable)</i></p>			
<p>C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, CJC, CRT, CSC, CSV, CTI, CTS, DBA, ECM, ECO, ETR, HBI, HMT, ISC, ITN, LEX, MED, MKT, NET, NOS, OMT, OST, PMT, PSY, RLS, SEC, SPA, WBL, and WEB.</p> <p><i>Up to two semester hour credit may be selected from ACA.</i></p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>			

Employability Competencies

Fundamental competencies that address soft skills vital to employability, personal, and professional success are listed below. Colleges are encouraged to integrate these competencies into the curriculum by embedding appropriate student learning outcomes into one or more courses or through alternative methods.

- A. Information processing** – The ability to acquire, evaluate, organize, manage, and interpret information (Planning and Organizing)
- B. Communication** – The ability to effectively exchange ideas and information with others through oral, written, or visual means
- C. Integrity and Professionalism** – Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism and demeanor
- D. Interpersonal Skills and Teamwork** – The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks
- E. Initiative and Dependability** – Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability
- F. Problem-solving** – The ability to identify problems and potential causes while developing and implementing practical action plans for solutions
- G. Adaptability and Lifelong Learning** – The ability to learn and apply new knowledge and skills and adapt to changing technologies, methods, processes, work environments, organizational structures and management practices

**The Employability Competencies were determined as part of the Office Administration Alignment Project (OAAP). The *North Carolina Career Clusters Guide*, along with Industry/Employer Surveys, OAAP College Representative Surveys, and College Advisory Board input were used to determine these competencies.

The North Carolina Career Clusters Guide was developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement. Additional information about Career Clusters is located at:

http://www.nc-net.info/NC_career_clusters_guide.php or <http://www.careertech.org>.

CURRICULUM STANDARD

Effective Term
Spring 2017
[2017*01]

Curriculum Program Title	Taxidermy (Diploma)	Program Code	D30380
Concentration	(not applicable)	CIP Code	01.0508

Curriculum Description

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads, and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection, and preparation. Students will learn basic mounting procedures and finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators, plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (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-based learning 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. 1D SBCCC 400.97 (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-based learning 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.

Taxidermy (Diploma) D30380

	AAS	Diploma	Certificate																								
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																								
A. CORE Required Courses: <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">TXY 110</td> <td style="width: 70%;">Bird Preparation</td> <td style="width: 20%; text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 112</td> <td>Bird Quality Control&Mounting</td> <td style="text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 114</td> <td>Bird Finishing</td> <td style="text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 121</td> <td>Mammal Preparation</td> <td style="text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 122</td> <td>Mammal Qual. Control&Mounting</td> <td style="text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 123</td> <td>Mammal Finishing</td> <td style="text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 131</td> <td>Fish Preparation</td> <td style="text-align: right;">5 SHC</td> </tr> <tr> <td>TXY 133</td> <td>Fish Finishing</td> <td style="text-align: right;">5 SHC</td> </tr> </table> Required Subject Areas: None	TXY 110	Bird Preparation	5 SHC	TXY 112	Bird Quality Control&Mounting	5 SHC	TXY 114	Bird Finishing	5 SHC	TXY 121	Mammal Preparation	5 SHC	TXY 122	Mammal Qual. Control&Mounting	5 SHC	TXY 123	Mammal Finishing	5 SHC	TXY 131	Fish Preparation	5 SHC	TXY 133	Fish Finishing	5 SHC		40 SHC	
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B. CONCENTRATION <i>(Not applicable)</i>																											
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> BUS, TXY, and WBL <i>Up to two semester hour credits may be selected from ACA.</i> <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i>																											