



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith III

President

NUMBERED MEMO CC22-015

TO: Presidents
Chief Academic Officers

FROM: Thomas A. Stith III
System President

RE: Curriculum Standard Revision Approval

DATE: February 25, 2022

Per 1D SBCCC 400.9 (b) *A revision of an existing curriculum standard shall:*

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard.*

I am pleased to approve the requested revision for the following curriculum standard which is in compliance with 1D SBCCC 400.9 (b):

Office Administration (A25370)

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

<https://www.nccommunitycolleges.edu/academic-programs/curriculum-standards>

If you have any questions concerning the curriculum standard revision, please contact Dr. Lisa Eads at eadsl@nccommunitycolleges.edu.

TS/gr

c: Dr. Levy Brown
Dr. Lisa Eads
Ms. Michelle Lair
Program Coordinators

CC22-015
Email

Outline of Curriculum Standard Revision

Office Administration (A25370)

Revisions:

- Moved OST-184 Records Management from “Required Courses” area to “Office Management” area of the Core section.
- Moved OST-289 Office Administration Capstone from “Office Management” area to “Required Courses” area of the Core section.

Rationale: Many colleges offer the contents of OST-184, Records Management, under other courses. The proposed revisions will allow colleges the flexibility to choose different courses under the “Office Administration” pick list.