NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans
President

June 13, 2018

<u>**MEMORANDUM**</u>

To: Presidents
              Chief Academic Officers

From: Wesley Beddard, Associate Vice President, Programs

Subject: Curriculum Course Review Committee Course Approvals

The Curriculum Course Review Committee (CCRC) has the responsibility for maintaining the curriculum courses in the *Combined Course Library* (CCL). The approved course requests from the Summer 2018 CCRC meeting, held on May 24, 2018, are attached for your information. *Course revisions may involve the removal of required prerequisites or corequisites. Please note that colleges may add local prerequisites and/or corequisites if they determine a need exists.*

Course Revision Impact to Curriculum Standards
The CCRC approved requests to revise the **course description, prerequisite(s), corequisite(s), outcomes, and/or class/lab hours** of core courses found on the curriculum standards listed below. Please note that the only change indicated on the printed standard will be the inclusion of the statement *"CCRC Revised-Electronic Only 05/24/18",* since only the electronic version of the standard in Colleague will be revised.

Advanced Medical Coding (Certificate) (C45530)
Associate in Engineering (A10500)
Cancer Information Management (A45130)
Outdoor Leadership (A55330)

CC18-026
Email

The following curriculum standards will be submitted to the State Board of Community College for additional action.

<div align="center">

Aquarium Science Technology (A20260)
Zoological Science Technology (A20250)

</div>

Please be aware that you must implement the attached revised courses and 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 courses and programs.

Curriculum standards, curriculum courses and procedures for submitting requests to the CCRC are available on the Academic Programs home page at:

<div align="center">

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

</div>

If you need assistance or clarification concerning CCRC action, please contact Ms. Jennifer Frazelle, Director of Academic Programs at frazellej@nccommunitycolleges.edu or (919) 807-7120.

WB/dm

Attachments
c: Curriculum Course Review Committee
     Dr. Lisa M. Chapman
     Mr. Wesley Beddard
     Ms. Jennifer Frazelle
     Program Coordinators

Course Prefix #	Title	Approved Request	Effective Semester	Curriculum Standard Core Course
AHR 212A	Advanced Comfort Systems Lab	New Course	Fall 2018	NA
AMC 207	Advanced Medical Coding Lab I	Change prerequsites from "AMC 203, AMC 204, AMC 205 and AMC 206" to "None"	Early Implement Fall 2018	Advanced Medical Coding (Certificate) (C45530)
ART 215	*Visual Art Portfolio	New Course	Fall 2018	NA
CIM 110	Registry Org & Management	Change prerequisites from "BIO 166" to "BIO 166 or 169	Early Implement Fall 2018	Cancer Information Management (A45130)
CIM 125	Cancer Disease Management	Change prerequisites from "BIO 166" to "BIO 166 or 169"	Early Implement Fall 2018	Cancer Information Management (A45130)
CIM 211	Abstract Principles & Practices I	Change prerequisites from "BIO 166" to "BIO 166 or 169"	Early Implement Fall 2018	Cancer Information Management (A45130)
EGR 216	Logic and Network Lab	Change corequisites from "EGR 212 and EGR 215" to "EGR 215"	Summer 2019	Associate in Engineering (A10500)
ODL 210	Water Based Activities II	Update Student Learning Outcomes	Summer 2019	Outdoor Leadership (A55330)
WBL 120	Career Readi/Explore/Employ	New Course	Fall 2018	NA
ZAS 112	Intro to Zoo/Aquarium Science	Change course hours from "2-0-0-2" to "1-0-0-1"	Early Implement Fall 2018	Aquarium Science Technology (A20260) Zoologicial Science Technology (A20250)
ZAS 271	Zoo Pathophysiology	Reactivation of Archived Course	Fall 2018	NA

ART 215 was approved for college transfer (premajor elective) status by the Transfer Advisory Committee on June 1, 2018.

CURRICULUM STANDARD

Curriculum Program Title	**Advanced Medical Coding (Certificate)**	Program Code	**C45530**
Concentration	**(not applicable)**	CIP Code	*51.0707*

Curriculum Description

The Advanced Medical Coding curriculum provides the didactic and clinical experience necessary to become competent credentialed coders.

Coursework includes reimbursement, advanced International Classification of Diseases-10th Revision-Clinical Modification/Procedure Coding System (ICD-10-CM/PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS).

Graduates may be eligible to take either of the Certified Coding Specialist exams: the Certified Coding Specialist and/or the Certified Coding Specialist-Physician Based (CCS/CCS-P).

Individuals entering this curriculum must be a graduate of a Commission on Accreditation for Health Informatics and Information Management (CAHIIM) accredited health information program.

*Curriculum Requirements**
[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]

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	24
Other Required Hours	0-7	0-4	0
Total Semester Hours Credit in Program	**64-76**	**36-48**	**24**

*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-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.

Advanced Medical Coding (Certificate) (C45530)				
		AAS	**Diploma**	**Certificate**
Minimum Major Hours Required		**49 SHC**	**30 SHC**	**24 SHC****
A. **CORE** **Required Courses:** AMC 200 Health Information for Coders 2 SHC AMC 201 Legal and Compliance 2 SHC AMC 202 Coding for Reimbursement 2 SHC AMC 203 Intermediate ICD Diagnoses 3 SHC AMC 204 Intermediate ICD Procedures 3 SHC AMC 205 Imtermediate CPT Coding 3 SHC AMC 206 Clinical Documentation 3 SHC AMC 207 Advanced Medical Coding Lab I 2 SHC AMC 208 Advanced Medical Coding Lab II 2 SHC AMC 209 Professional Practice Exp. 2 SHC				24
B. **CONCENTRATION** *(not applicable)*				**NA**
C. **OTHER MAJOR HOURS** *(not applicable)* .				**NA**

**This program is approved by the State Board of Community Colleges to exceed maximum standard hours for a certificate program. [ref. 1D SBCCC 400.95(d)]

Associate in Engineering (A10500) Curriculum   *Effective Term: Fall 2018*

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)
REL 110	*World Religions*	*(3 SHC)**

(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)

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)

Students must complete ACA 122 within the first 30 hours of enrollment.

Pre-major Elective (2 SHC)

EGR 150	Introduction to Engineering	(2 SHC)

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 214	Num Methods for Engineers	(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.

CURRICULUM STANDARD

Curriculum Program Title	**Cancer Information Management**	Program Code	**A45130**
Concentration	**(not applicable)**	CIP Code	*51.0706*

Curriculum Description

The Cancer Information Management curriculum is designed to provide individuals with the knowledge and skills necessary to maintain a cancer data collection system that is consistent with medical, administrative, ethical, legal and accreditation requirements.

Students will analyze health records according to standards set by various agencies, compile, maintain, monitor, and report cancer data for research, quality management, facility planning and marketing; abstract and code clinical data; and obtain survival data through yearly follow-up.

Graduates may be eligible to take the national certifying examination given by the National Cancer Registrars Association to become a Certified Tumor Registrar (CTR). Employment opportunities include health care facilities, data organizations, and government agencies.

Curriculum Requirements*
[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]

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**

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*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 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.

Cancer Information Management (A45130)

	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. **CORE**	**49 SHC**	**NR**	**NR**

Required Courses:

CIM	110	Registry Org & Management	3 SHC
CIM	125	Cancer Disease Management	4 SHC
CIM	150	Oncology Coding/Stag Sys	4 SHC
CIM	211	Abstract Prin & Prac I	3 SHC
CIM	212	Abstract Prin & Prac II	3 SHC
CIM	220	CIM Technologies & Systems	3 SHC
CIM	225	Cancer Patient Follow-up	2 SHC
CIM	250	Cancer Stat/Epidemiology	3 SHC
CIM	275	Professional Direct Prac	4 SHC
HIT	110	Fundamentals of HIM	3 SHC
HIT	226	Principles of Disease	3 SHC
MED	121	Medical Terminology I	3 SHC
MED	122	Medical Terminology II	3 SHC

Required Subject Areas:
Anatomy & Physiology. Select one sequence.

BIO	165	Anatomy & Physiology I	4 SHC &
BIO	166	Anatomy & Physiology II	4 SHC
		or	
BIO	168	Anatomy & Physiology I	4 SHC &
BIO	169	Anatomy & Physiology II	4 SHC

B.   **CONCENTRATION** *(Not applicable)*

C.   **OTHER MAJOR HOURS**
To be selected from the following prefixes:

BIO, BUS, CIM, CIS, CSC, HIT, MED, and WBL

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.

Curriculum Standard for Education/Training: Outdoor Leadership

Career Cluster: Education & Training **

Cluster Description: Planning, managing and providing education and training services, and related learning support services.

Pathway: Education/Training: Outdoor Leadership	**Effective Term:** Fall 2013 (2013*03)

Program Majors Under Pathway

Program Major / Classification of Instruction Programs (CIP) Code		Credential Level(s) Offered	Program Major Code
Outdoor Leadership	CIP Code 31.0601	AAS/Diploma/Certificate	A55330

Pathway Description:

This curriculum is designed to prepare individuals to be successful professionals in outdoor adventure, education and leadership.

Course work includes technical training in the areas such as backpacking, canoeing, kayaking, and rock-climbing. These skills are taught through facilitation and experiential learning methodologies. This course of study includes interpersonal skills and leadership skills such as group process, conflict resolution, program planning, and management issues.

Graduates from this program will have a sound background in outdoor leadership blended with a solid foundation of general education, business, and computer skills. Graduates are prepared for employment in the adventure tourism industry, therapeutic wilderness programs, specialized adventure/leadership programs, adventure programs for youth, challenge course industry, city, county, and state outdoor programs, public and private outdoor education centers, and private and public school outdoor programs.

*Program Major 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:***

Outdoor Leadership: A program that prepares individuals to work as an educator, instructor or facilitator in parks, recreational facilities, camps and other outdoor settings. Potential course work includes instruction in leadership skills, wilderness survival skills, first aid, group processes, counseling techniques, environmental studies and instruction in recreational activities such as rock climbing, ropes courses, backpacking, kayaking and canoeing.

I. General Education Academic Core

[*Curriculum Requirements for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10*]: *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.*

Education/Training: Outdoor Leadership

Recommended General Education Academic Core				AAS	Diploma	Certificate
Minimum General Education Hours Required:				**15 SHC**	**6 SHC**	**0 SHC**

The courses listed below are recommended general education courses for this curriculum standard. Colleges may choose o include additional or alternative general education courses to meet local curriculum needs.

*Recommended certificate and diploma level curriculum courses. These courses may not be included in associate degree programs.

				AAS	Diploma	Certificate
Communication:				**6 SHC**	**3-6 SHC**	**Optional**
*COM	101	Workplace Communication	3 SHC			
COM	110	Introduction to Communication	3 SHC			
COM	120	Intro Interpersonal Com	3 SHC			
COM	231	Public Speaking	3 SHC			
*ENG	101	Applied Communications I	3 SHC			
*ENG	102	Applied Communications II	3 SHC			
ENG	110	Freshman Composition	3 SHC			
ENG	111	Expository Writing	3 SHC			
ENG	112	Argument-Based Research	3 SHC			
ENG	114	Prof Research & Reporting	3 SHC			
ENG	115	Oral Communication	3 SHC			
ENG	116	Technical Report Writing	3 SHC			
Humanities/Fine Arts:				**3 SHC**	**0-3 SHC**	**Optional**
*HUM	101	Values in the Workplace	2 SHC			
HUM	110	Technology and Society	3 SHC			
HUM	115	Critical Thinking	3 SHC			
HUM	230	Leadership Development	3 SHC			
PHI	230	Introduction to Logic	3 SHC			
PHI	240	Introduction to Ethics	3 SHC			
Social /Behavioral Sciences:				**3 SHC**	**0-3 SHC**	**Optional**
ECO	151	Survey of Economics	3 SHC			
ECO	251	Prin of Microeconomics	3 SHC			
GEO	110	Introduction to Geography	3 SHC			
GEO	111	World Regional Geography	3 SHC			
*PSY	101	Applied Psychology	3 SHC			
*PSY	102	Human Relations	2 SHC			
PSY	118	Interpersonal Psychology	3 SHC			
PSY	135	Group Processes	3 SHC			
PSY	150	General Psychology	3 SHC			
*SOC	105	Social Relationships	3 SHC			
SOC	210	Introduction to Sociology	3 SHC			
SOC	215	Group Processes	3 SHC			
Natural Sciences/Mathematics:				**3 SHC**	**0-3 SHC**	**Optional**
BIO	140	Environmental Biology	3 SHC			
BIO	160	Introductory Life Science	3 SHC			
MAT	110	Math Measurement & Literacy	3 SHC			
MAT	121	Algebra/Trigonometry I	3 SHC			
MAT	143	Quantitative Literacy	3 SHC			
MAT	152	Statistical Methods I	4 SHC			
PHY	110	Conceptual Physics	3 SHC			
PHY	121	Applied Physics I	4 SHC			

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 hours 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 each prefix listed, with the exception of prefixes listed in the core.

Education/Training: Outdoor Leadership	AAS	Diploma	Certificate
Minimum Major Hours Required:	**49 SHC**	**30 SHC**	**12 SHC**
A. Technical Core:	**34 SHC**		
ODL 110 Introduction to Outd Leadership 3SHC			
ODL 115 Methods of Experiential Education 3 SHC			
ODL 120 Challenge Course Facilitation 3 SHC			
ODL 125 Wilderness First Responder 4 SHC			
ODL 130 Water Based Activities I 3 SHC			
ODL 135 Land Based Activities I 3 SHC			
B. Program Major(s):			
Outdoor Leadership			
ODL 210 Water Based Activities II 3 SHC			
ODL 212 Land Based Activities II 3 SHC			
ODL 215 Admin & Policy Public Lan 3 SHC			
ODL 220 Climbing 3 SHC			
ODL 228 Outdr Ldrship Spec Pop 3 SHC			

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

    BUS, CIS, EMS, ETR, MED, ODL, PED, REC, WBL, and WEB.

    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**