



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***H. Martin Lancaster, President***

October 1, 2007

**TO:** Presidents  
Chief Academic Officers

**FROM:** Delores A. Parker, Vice President  
Academic and Student Services

**SUBJECT:** Curriculum Review Committee Course Approvals

The Curriculum Review Committee (CRC) has the responsibility for maintaining the Combined Course Library (CCL). The CRC meets in the spring and fall to review requests that have been submitted by the colleges. The approved course requests from the Fall 2007 meeting are attached for your information.

The CRC approved requests for several core course description prerequisite or corequisite revisions. The standards listed below contain these courses. Please note that the only change indicated on the standard will be the inclusion of the statement; *CRC Revised-Electronic Only 09/12/07* since only the electronic version of the standard template will be revised to reflect the core course description, prerequisite, or corequisite revision.

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Automotive Restoration Technology (Diploma)	D60140
Business Administration/Electronic Commerce	A2512I
Court Reporting and Captioning	A25140
Digital Media Technology	A25210
Emergency Preparedness Technology	A55420
Library and Information Technology	A55310
Media Integration Technology	A25300
Resort and Spa Management	A55410
Support Technologies	A25430
Web Technologies	A25290

The following curriculum standard involved CRC core course revisions and additional requests that were acted upon at the September Board meeting:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Therapeutic Massage	A45750

CC07-236  
E-mail

The following curriculum standard involved CRC core course revisions and additional requests that will need to be reviewed and acted upon at the October Board meeting:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Real Estate Appraisal	A25420

The CRC approved revisions to several courses that are included in the Comprehensive Articulation Agreement. The courses listed below will be presented to the Transfer Advisory Committee for action.

<u>Prefix/Number</u>	<u>Title</u>
ACA 122	College Transfer Success
CHI 111	Elementary Chinese I
CHI 112	Elementary Chinese II
CHI 181	Chinese Lab I
CHI 182	Chinese Lab II
CHI 211	Intermediate Chinese I
CHI 212	Intermediate Chinese II
JPN 181	Japanese Lab I
JPN 182	Japanese Lab II
PSY 215	Positive Psychology

The course listed below will be presented to the Transfer Advisory Committee for information:

<u>Prefix/Number</u>	<u>Title</u>
BIO 240	Waste Management

The revised standards are attached for your convenience and are available on the NC Community College System Programs website at <http://www.nccommunitycolleges.edu/programs>. Submission dates, forms, and procedures for submitting requests to the CRC are also located at the above website, in sections 15 and 22 of the Curriculum Procedures Reference Manual.

If you need assistance or clarification, please contact Dr. Judith Mann, Associate Vice President Instructional Development and Technology at [mannj@nccommunitycolleges.edu](mailto:mannj@nccommunitycolleges.edu) or (919) 807-7108.

DAP/JM/vr

Attachments

c: Curriculum Review Committee

Ms. Glynda Lawrence

Dr. Judith Mann

Ms. Jennifer Frazelle

Program Coordinators

## ATTACHMENT

Curriculum Course Number	Curriculum Course Title	CRC Action September 2007	Effective Semester
ACA 122	College Transfer Success	Request for a new course	2008*01
ARC 264	Digital Architecture	Change prerequisites from "ARC 114" to "None"	2008*03
ARS 104	Restoration Skills I	Change Coreqs from "AUT 131, AUT 161, ARS 103 and ARS 107" to "ARS 103, ARS 107, ARS 131 and (AUT 161 or ARS 161)"	2008*03
BIO 240	Waste Management	Change prerequisites from "BIO 110 or BIO 111" to "BIO 110 or BIO 111 or BIO 140/140A"	2008*03
BPT 285	Broadcast Prod. Capstone	Request for a new course	2008*01
BTC 260	Marine Biotechnology	Request for a new course	2008*01
BTC 270	Recombinant DNA Tech	Change prerequisites from "BTC 250 and BTC 181" to "BTC 250 or BIO 250 and BTC 181"	2008*03
BUS 139	Entrepreneurship I	Change prerequisites from "BUS 110" to "None"	2008*03
CHI 111	Elementary Chinese I	Request for a new course	2008*01
CHI 112	Elementary Chinese II	Request for a new course	2008*01
CHI 181	Chinese Lab I	Request for a new course	2008*01
CHI 182	Chinese Lab II	Request for a new course	2008*01
CHI 211	Intermediate Chinese I	Request for a new course	2008*01
CHI 212	Intermediate Chinese II	Request for a new course (Davidson County CC)	2008*01
CRT 215	Med Dictation & Transcrip	Change prerequisites from "CRT 211 and (MED 121 or OST 141)" to "(CRT 211 or VWR 218) and (MED 121 or OST 141)"; Requesting early implementation.	2008*01
CRT 231	Court Reporting Procedures	Change prerequisites from "CRT 213" to "CRT 213 or VWR 218"; Requesting early implementation.	2008*01
CTS 271	Desktop Support: OS	Request for a new course	2008*01
CTS 272	Desktop Support: Apps	Request for a new course	2008*01
CUL 185	Spa Cuisine	Request for a new course	2008*01
EPT 210	Disaster Resp Ops Mgt	Change prereq from "FIP 236" to "none"; Requesting early implementation	2008*01
EPT 220	Terrorism and Emer. Mgt	Change prereq from "EPT 210" to "none"; Requesting early implementation	2008*01
EPT 275	Emergency OPS Center Mgt	Change prereq from "FIP 236" to "none"; Requesting early implementation	2008*01
GCM 244	Advanced Issues/GCM	Request for a new course	2008*01
HOR 257	Aboriculture Practices	Change prereq from "HOR 160" to "HOR 160 or LSG 111"	2008*03
JPN 181	Japanese Lab I	Request for a new course	2008*01
JPN 182	Japanese Lab II	Request for a new course	2008*01
LSG 244	Advanced Issues/LSG	Request for a new course	2008*01

<b>Curriculum Course Number</b>	<b>Curriculum Course Title</b>	<b>CRC Action September 2007</b>	<b>Effective Semester</b>
MTH 110	Fundamentals of Massage	Change hours from "6-12-0-10" to "6-9-3-10"; Change description; Requesting early implementation	2008*01
MTH 120	Ther Massage Applications	Change hours from "6-12-0-10" to "6-9-3-10"; Change description; Requesting early implementation	2008*01
MTH 121	Clinical Supplement I	Request for a new course)	2008*01
MTH 210	Adv Skills of Massage	Change hours from "4-12-0-8" to "4-9-3-8"; Change prerequisites from "MTH 120" to "MTH 120 or MTH 121" ; Change description; Requesting early implementation	2008*01
MTH 220	Outcome-Based Massage	Change hours from "4-9-0-7" to "4-6-3-7"; change prerequisites from "MTH 120" to "MTH 120, MTH 121, or MTH 221"; change course description; Requesting early implementation	2008*01
MTH 221	Clinical Supplement II	Request for a new course	2008*01
ODL 284	Principles of Ecotourism	Request for a new course	2008*01
ODL 286	Issues/Outdoor Leadership	Request for a new course	2008*01
OST 143	Dental Office Terminology	Request for a new course	2008*01
OST 147	Dental Billing and Coding	Request for a new course	2008*01
OST 245	Dental Office Management	Request for a new course	2008*01
OST 246	Dental Office Simulation	Request for a new course	2008*01
PSY 215	Positive Psychology	Request for a new course	2008*01
REA 210	Intro Income Prop App G-1	Change course title to "Site Value Cost Approach"; Change credit hours from "2-0-2" to "1-0-1"; Change prerequisites from "REA 113" to "REA 219"; Change course description; Requesting early implementation.	2008*01
REA 212	Adv Inc Capital Proc G-2	Change course title to "Sales Comparison & Income"; Change prerequisites from "REA 210" to "REA 219"; Change course description; Requesting early implementation.	2008*01
REA 213	Applied Inc Prop Val G-3	Change course title to "Appraisal Report Writing"; Change credit hours from "2-0-2" to "1-0-1"; Change prerequisites from "REA 212" to "REA 219"; Change course description; Requesting early implementation.	2008*01
REA 214	Basic Appraisal Principle	Request for a new course	2008*01
REA 215	Basic Appraisal Procedure	Request for a new course	2008*01
REA 217	National USPAP	Request for a new course	2008*01
REA 219	Residential Market Analysis	Request for a new course	2008*01
REA 220	Statistics and Finance	Request for a new course	2008*01
REA 240	Advanced Residential Apps	Request for a new course	2008*01
REA 280	Appraisal Emerging Issues	Request for a new course	2008*01
RSM 110	Intro to Resort & Spa Ind	Change description	2008*03

<b>Curriculum Course Number</b>	<b>Curriculum Course Title</b>	<b>CRC Action September 2007</b>	<b>Effective Semester</b>
RSM 125A	Spa Services Mgt Lab	Request for a new course	2008*01
RSM 180	Resort/Spa Retail Mkt	Request for a new course	2008*01
WEB 110	Internet/Web Fundamentals	Change course description	2008*03
WEB 115	Web Markup and Scripting	Change course description	2008*03
WEB 180	Active Server Pages	Change course description	2008*03
WEB 210	Web Design	Change course description	2008*03
WEB 215	Adv Markup and Scripting	Change course description	2008*03

# CURRICULUM STANDARD

Effective Term  
Summer 2007  
[2007\*02]

Curriculum Program Title **Automotive Restoration Technology (Diploma)** Code **D60140**  
Concentration **(not applicable)**

## *Curriculum Description*

The Automotive Restoration Technology curriculum is designed to provide individuals with the competencies needed to work in the automotive restoration industry.

The course work includes research and application of information on specific components of a wide range of classic vehicles (1900 - 1970) such as internal combustion engines, transmissions, brakes, sheet metal, upholstery, starters, generators, and related systems.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive restoration industry.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. *(see second page for Major Hours requirements)*
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

## Automotive Restoration Technology (Diploma) D60140

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>  <b>Required Courses:</b> ARS 101 Introduction to Automotive Restoration      2 SHC ARS 102 Automotive Restoration Research            3 SHC ARS 103 Automobile Upholstery                            4 SHC ARS 104 Restoration Skills I                                4 SHC ARS 108 Wood and Metal Restoration                   3 SHC AUB 141 Mechanical and Electrical Components      3 SHC  <b>Required Subject Areas:</b> <b>Engines. Select one:</b> ARS 107 Automotive Engines                                2 SHC AUT 116 Engine Repair                                        2 SHC  <b>Welding. Select one:</b> ARS 134 Automotive Restoration Welding                3 SHC AUB 134 Autobody MIG Welding                              3 SHC WLD 212 Inert Gas Welding                                    2 SHC  <b>Drive Train. Select one:</b> ARS 131 Chassis and Drive Train                            3 SHC AUT 131 Drive Trains    3 SHC  <b>Electrical Systems. Select one:</b> ARS 161 Electrical Systems Fundamentals                4 SHC AUT 161 Electrical Systems                                    4 SHC		<b>30-31 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ARS, AUB, AUT, BUS, CIS, COE, CSC, MEC, PHY, PSY, **SPA, and WLD  <i>** This prefix is limited to 3 SHC</i>			

# CURRICULUM STANDARD

Effective Term  
Spring 2006  
[2006\*01]

Curriculum Program Title

**Business Administration**

Code

**A2512I**

Concentration

**Electronic Commerce**

## *Curriculum Description*

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

## Business Administration/Electronic Commerce A2512I

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i> <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Areas:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics:</b> Select one. ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications:</b> Select one. CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 2 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to the concentration are designated with **</i> ** ECM 168 Electronic Business 3 SHC ECM 210 Introduction to E-Commerce 3 SHC ** ECM 220 E-Commerce Planning & Implementation 3 SHC ** ECM 230 Capstone Project 3 SHC WEB 110 Internet/Web Fundamentals 3 SHC	<b>15 SHC</b>	<b>15 SHC</b>	
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO, HRM, INS, INT, ISC, ITN, LOG, MKT, OMT, OST, PAD, **SPA, TAT, and WEB ** This prefix is limited to a maximum of 3 SHC.			

# CURRICULUM STANDARD

Effective Term  
Spring 2006  
[2006\*01]

Curriculum Program Title

**Court Reporting and Captioning**

Code

**A25140**

Concentration

**(not applicable)**

## ***Curriculum Description***

The Court Reporting and Captioning curriculum is designed to provide specialized training in accepted court reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and realtime captioning activities.

Course work includes training in realtime machine shorthand theory, realtime computer software and technology, word processing, legal and medical terminology, specialized vocabularies, court procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, stenointerpreter, conference reporter, stenographer, or transcriptionist.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

### Court Reporting and Captioning A25140

	AAS	Diploma	Certificate																																		
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																		
<b>A. CORE</b> <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i> <b>Required Courses:</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CRT 111 Machine Shorthand I</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 112 Machine Shorthand II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 121 Machine Shorthand Speed Development I</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 122 Machine Shorthand Speed Development II</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 211 Machine Shorthand III</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 212 Machine Shorthand IV</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 213 Machine Shorthand V</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 215 Medical Dictation and Transcription</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 221 Machine Shorthand Speed Development III</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 222 Machine Shorthand Speed Development IV</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 223 Machine Shorthand Speed Development V</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 231 Court Reporting Procedures</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 136 Word Processing</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>OST 155 Legal Terminology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 164 Text Editing Applications</td><td style="text-align: right;">3 SHC</td></tr> </table> <b>Required Subject Areas:</b> <b>Medical Terminology. Select one:</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td>MED 121 Medical Terminology I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 141 Medical Terminology I-Medical Office</td><td style="text-align: right;">3 SHC</td></tr> </table>	CRT 111 Machine Shorthand I	4 SHC	CRT 112 Machine Shorthand II	4 SHC	CRT 121 Machine Shorthand Speed Development I	1 SHC	CRT 122 Machine Shorthand Speed Development II	1 SHC	CRT 211 Machine Shorthand III	4 SHC	CRT 212 Machine Shorthand IV	4 SHC	CRT 213 Machine Shorthand V	4 SHC	CRT 215 Medical Dictation and Transcription	4 SHC	CRT 221 Machine Shorthand Speed Development III	1 SHC	CRT 222 Machine Shorthand Speed Development IV	1 SHC	CRT 223 Machine Shorthand Speed Development V	1 SHC	CRT 231 Court Reporting Procedures	3 SHC	OST 136 Word Processing	2 SHC	OST 155 Legal Terminology	3 SHC	OST 164 Text Editing Applications	3 SHC	MED 121 Medical Terminology I	3 SHC	OST 141 Medical Terminology I-Medical Office	3 SHC	<b>43 SHC</b>	<b>12 SHC</b>	
CRT 111 Machine Shorthand I	4 SHC																																				
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CRT 222 Machine Shorthand Speed Development IV	1 SHC																																				
CRT 223 Machine Shorthand Speed Development V	1 SHC																																				
CRT 231 Court Reporting Procedures	3 SHC																																				
OST 136 Word Processing	2 SHC																																				
OST 155 Legal Terminology	3 SHC																																				
OST 164 Text Editing Applications	3 SHC																																				
MED 121 Medical Terminology I	3 SHC																																				
OST 141 Medical Terminology I-Medical Office	3 SHC																																				
<b>B. CONCENTRATION</b> (Not applicable)																																					
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  BUS, CIS, COE, CRT, CSC, MED, OST and **SPA  <i>** This prefix is limited to a maximum of 3 SHC</i>																																					

# CURRICULUM STANDARD

Effective Term  
Spring 2006  
[2006\*01]

Curriculum Program Title

**Digital Media Technology**

Code

**A25210**

Concentration

**(not applicable)**

## ***Curriculum Description***

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

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

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

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. *(see second page for Major Hours requirements)*
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

### **Digital Media Technology A25210**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>  <b>Required Courses:</b> ART 171 Computer Art I 3 SHC CIS 115 Intro to Prog & Logic 3 SHC DME 110 Intro to Digital Media 3 SHC DME 120 Intro to Multimedia Applications 3 SHC DME 130 Digital Animation I 3 SHC WEB 210 Web Design 3 SHC  <b>Required Subject Areas:</b> <b>Basic Computer Skills. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC	<b>20-21 SHC</b>		
<b>B. CONCENTRATION</b> <i>(not applicable)</i>			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ART, CIS, COE, CSC, CTS, DBA, DEA, DME, FVP, GRA, GRD, ITN, ** SPA, and WEB  **This prefix is limited to a maximum of 3 SHC.			

# CURRICULUM STANDARD

Effective Term  
Spring 2005  
[2005\*01]

Curriculum Program Title

**Emergency Preparedness Technology**

Code

**A55420**

Concentration

**(not applicable)**

## ***Curriculum Description***

The Emergency Preparedness Technology curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

### **Emergency Preparedness Technology A55420**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>	<b>18 SHC</b>		
<b>Required Courses:</b>  EPT 120 Sociology of Disaster 3 SHC EPT 150 EMS Incident Mgm't 3 SHC EPT 210 Disaster Resp Ops and Mgm't 3 SHC EPT 220 Terrorism and Emer. Mgm't 3 SHC EPT 275 Emergency Ops Center Mgm't 3 SHC FIP 236 Emergency Management 3 SHC			
<b>Required Subject Areas:</b> None			
<b>B. CONCENTRATION</b> <i>(Not applicable)</i>			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  BUS, CIS, CJC, COE, CSC, EHS, EMS, EPT, FIP, HEA, NET, POL and **SPA  ** This prefix is limited to a maximum of 3 SHC			

# CURRICULUM STANDARD

*Effective Term*  
*Summer 2006*  
*[2006\*02]*

Curriculum Program Title

**Library and Information Technology**

Code

**A55310**

Concentration

**(not applicable)**

## ***Curriculum Description***

This curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. The objective is the development of generalists and specialist in the management of electronic library resources.

Students will complete courses designed to develop proficiency in the use of electronic resources for information retrieval, inventory control, information cataloging and classification, program promotion, circulation systems, audiovisual operations, hardware/software maintenance, problem solving and telecommunications.

Graduates should qualify for employment in a variety of positions in a library, media, learning resources, information, or instructional materials center or in any organization engaged in library-related activities.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

## **Library and Information Technology A55310**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree</i>  <b>Required Courses:</b> CIS 110 Introduction to Computers 3 SHC COE 111 Co-op Work Experience I 1 SHC LIB 110 Introduction to Libraries 3 SHC LIB 111 Info. Resources & Services 3 SHC LIB 112 Acquisitions/Collect. Mgt 3 SHC LIB 113 Cataloging & Classifying 3 SHC LIB 114 Public Service Operations 3 SHC LIB 210 Electronic Databases 3 SHC LIB 211 Library Program Develop 3 SHC WEB 110 Internet Web Fundamentals 3 SHC	<b>28 SHC</b>	<b>12 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ACC, BUS, CIS, COE, COM, CSC, CTS, DBA, EDU, ITN, LIB, MKT, NET, NOS, OST, **SPA, and WEB  <i>**This prefix is limited to a maximum of 3 SHC</i>			

# CURRICULUM STANDARD

Effective Term  
Spring 2006  
[2006\*01]

Curriculum Program Title

**Media Integration Technology**

Code

**A25300**

Concentration

**(not applicable)**

## *Curriculum Description*

The Media Integration Technology curriculum is designed to prepare individuals for gainful employment as media integrators.

Course work includes study/application in areas such as computer and system theories and concepts; audio, data, and video integration techniques; media access using outside resources; hardware/software selection; networking technology; and integrated systems in support of distance learning sites.

Entry-level jobs as media integration technician, videoconferencing technician, and distance education site facilitator are available. Graduates may find employment with universities, community colleges, public schools, businesses operating distance education facilities, and telecommunications companies, libraries, and cable providers.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

### **Media Integration Technology A25300**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * MIT 110 Introduction to Distance Learning 3 SHC * MIT 115 Introduction to Video Concepts 3 SHC * MIT 120 Introduction to Audio Concepts 3 SHC * WEB 110 Internet Web Fundamentals 3 SHC  <b>Required Subject Areas:</b> None	<b>12 SHC</b>	<b>12 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  BUS, CIS, COE, CSC, CTS, ITN, MIT, MKT, NET, **SPA, and WEB  ** This prefix is limited to a maximum of 3 SHC			

# CURRICULUM STANDARD

Effective Term  
Fall 2005  
[2005\*03]

Curriculum Program Title

**Resort and Spa Management**

Code

**A55410**

Concentration

**(not applicable)**

## *Curriculum Description*

The Resort and Spa Management curriculum prepares individuals with the skills and knowledge required for employment in the Resort and Spa Industry including day spas, beach resorts, mountain resorts, golf resorts, extended stay spas and cruise lines.

Course work includes physical fitness management, nutrition, spa cuisine, hospitality law, spa equipment and management, club and resort management, accounting and marketing. Courses emphasizing practical application, a strong theoretical base, and professionalism provide the critical competencies to meet industry demands.

Upon completion, graduates should qualify for entry or mid-level management positions in the Resort and Spa Industry including member/guest services directors, spa assistant directors, spa managers, spa attendant supervisors, spa sales managers, and assistant clubhouse managers.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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*

<p><b>A. Core.</b> 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.</p> <p><b>B. Concentration</b> <i>(if applicable)</i>. 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.</p> <p><b>C. Other Major Hours.</b> Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.</p>															
<b>Resort and Spa Management (A55410)</b>															
	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>												
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>												
<p><b>A. CORE</b></p> <p><i>Courses required for diploma are designated with an *</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">* HRM 245 Hospitality HR Mgmt</td> <td style="text-align: right; padding-left: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">* RSM 110 Intro to Resort &amp; Spa Industry</td> <td style="text-align: right; padding-left: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">* RSM 240 Resort &amp; Spa Marketing</td> <td style="text-align: right; padding-left: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">* RSM 245 Resort &amp; Spa Law</td> <td style="text-align: right; padding-left: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 40px;">RSM 280 Resort &amp; Spa Mgt. Issues</td> <td style="text-align: right; padding-left: 20px;">3 SHC</td> </tr> <tr> <td style="padding-left: 20px;">PSF 110 Exercise Science</td> <td style="text-align: right; padding-left: 20px;">4 SHC</td> </tr> </table> <p><b>Required Subject Areas:</b> None</p>	* HRM 245 Hospitality HR Mgmt	3 SHC	* RSM 110 Intro to Resort & Spa Industry	3 SHC	* RSM 240 Resort & Spa Marketing	3 SHC	* RSM 245 Resort & Spa Law	3 SHC	RSM 280 Resort & Spa Mgt. Issues	3 SHC	PSF 110 Exercise Science	4 SHC	<b>19 SHC</b>	<b>12 SHC</b>	
* HRM 245 Hospitality HR Mgmt	3 SHC														
* RSM 110 Intro to Resort & Spa Industry	3 SHC														
* RSM 240 Resort & Spa Marketing	3 SHC														
* RSM 245 Resort & Spa Law	3 SHC														
RSM 280 Resort & Spa Mgt. Issues	3 SHC														
PSF 110 Exercise Science	4 SHC														
<p><b>B. CONCENTRATION</b> <i>(Not applicable)</i></p>															
<p><b>C. OTHER MAJOR HOURS</b></p> <p><i>To be selected from the following prefixes:</i></p> <p>ACC, CIS, COE, COS, CSC, CUL, HEA, HRM, PED, PSF, RSM, *SPA, TRE</p> <p><b>** This prefix is limited to a maximum of 3 SHC</b></p>															

# CURRICULUM STANDARD

Effective Term  
Spring 2006  
[2006\*01]

Curriculum Program Title

**Support Technologies**

Code

**A25430**

Concentration

**(not applicable)**

## *Curriculum Description*

The Support Technologies curriculum provides students with knowledge and practical skills necessary to support users of computing technologies. This curriculum provides students with software, hardware, and networking support skills that will assist small to large organizations.

Course work will help students develop the ability to communicate complex technical issues in a manner that customers can understand. Emphasis will be placed on the development of databases and expert systems that address the problems of the customers.

Graduates should qualify for employment in entry-level positions with helpdesk support firms or with businesses, educational systems, and governmental agencies which rely on computer systems to manage information.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. *(see second page for Major Hours requirements)*
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

## Support Technologies A25430

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <b>Required Courses:</b> CIS 115 Intro to Prog & Logic 3 SHC CIS 272 Distributed Sys for Helpdesk 2 SHC CTS 155 Tech Support Functions 3 SHC CTS 255 Adv Tech Support Functions 3 SHC CTS 270 Essent of System Performance 3 SHC DBA 110 Database Concepts 3 SHC NOS 110 Operating Systems Concepts 3 SHC WEB 110 Internet Web Fundamentals 3 SHC  <b>Required Subject Areas:</b> <b>Basic Computer Skills. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC  <b>Networking. Select one:</b> CIS 282 Network Technology 3 SHC NET 110 Networking Concepts 3 SHC NET 115 Telecom Fundamentals 2 SHC  <b>Business. Select one:</b> ACC 111 Financial Accounting 3 SHC ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC ACC 170 Technical Accounting 3 SHC BUS 110 Introduction to Business 3 SHC BUS 151 People Skills 3 SHC BUS 152 Human Relations 3 SHC	<b>30-33 SHC</b>		
<b>B. CONCENTRATION</b> ( <i>not applicable</i> )			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i> ACC, BUS, CET, CIS, COE, CSC, CTS, DBA, ECO, ELC, GRA, GRD, ISC, ITN, MAT, MIT, NET, NOS, OMT, OST, **SPA, and WEB  ** This prefix is limited to a maximum of 3 SHC			

# CURRICULUM STANDARD

Effective Term  
Spring 2008  
[2008\*01]

Curriculum Program Title

**Therapeutic Massage**

Code

**A45750**

Concentration

**(not applicable)**

## *Curriculum Description*

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. *(see second page for Major Hours requirements)*
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

### Therapeutic Massage (A45750)

	AAS	Diploma	Certificate																																				
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																				
<p><b>A. CORE</b></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">MTH 110</td> <td style="width: 70%;">Fundamentals of Massage</td> <td style="width: 20%; text-align: right;">10 SHC</td> </tr> <tr> <td>MTH 120</td> <td>Ther Massage Applications</td> <td style="text-align: right;">10 SHC</td> </tr> <tr> <td>MTH 125</td> <td>Ethics of Massage</td> <td style="text-align: right;">2 SHC</td> </tr> <tr> <td>MTH 210</td> <td>Adv Skills of Massage</td> <td style="text-align: right;">8 SHC</td> </tr> <tr> <td>MTH 220</td> <td>Outcome-Based Massage</td> <td style="text-align: right;">7 SHC</td> </tr> <tr> <td>BIO 271</td> <td>Pathophysiology</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Psychology/Human Relations.</b> <i>Select one.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">PSY 118</td> <td style="width: 70%;">Interpersonal Psychology</td> <td style="width: 20%; text-align: right;">3 SHC</td> </tr> <tr> <td>PSY 150</td> <td>General Psychology</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>BUS 152</td> <td>Human Relations</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Business.</b> <i>Select one.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">BUS 137</td> <td style="width: 70%;">Principles of Management</td> <td style="width: 20%; text-align: right;">3 SHC</td> </tr> <tr> <td>BUS 230</td> <td>Small Business Management</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>BUS 280</td> <td>REAL Small Business</td> <td style="text-align: right;">4 SHC</td> </tr> </table>	MTH 110	Fundamentals of Massage	10 SHC	MTH 120	Ther Massage Applications	10 SHC	MTH 125	Ethics of Massage	2 SHC	MTH 210	Adv Skills of Massage	8 SHC	MTH 220	Outcome-Based Massage	7 SHC	BIO 271	Pathophysiology	3 SHC	PSY 118	Interpersonal Psychology	3 SHC	PSY 150	General Psychology	3 SHC	BUS 152	Human Relations	3 SHC	BUS 137	Principles of Management	3 SHC	BUS 230	Small Business Management	3 SHC	BUS 280	REAL Small Business	4 SHC	<b>46-47 SHC</b>	<b>12 SHC</b>	
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<p><b>C. OTHER MAJOR HOURS</b></p> <p>BIO, BUS, CIS, COE, ENG, HEA, MED, MTH, NUT, PED, PSF, PSY, SOC, and **SPA</p> <p><i>** This prefix is limited to a maximum of 3 SHC</i></p>																																							

# CURRICULUM STANDARD

Effective Term  
Spring 2006  
[2006\*01]

Curriculum Program Title

**Web Technologies**

Code

**A25290**

Concentration

**(not applicable)**

## *Curriculum Description*

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses, which offer specific job knowledge and skills. Work experience, including cooperative education, practicum, and internships, may be included in an associate in applied science degree up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours of credit; and in a certificate program up to a maximum of 2 semester hours. (*see second page for Major Hours requirements*)
- III. Other Required Hours.** A college may require graduation or local employer requirements in order to complete 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 of the program. Restricted, unique or free elective courses may not be included as other required hours.

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

*\*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.** 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 credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree up to a maximum of 8 semester hours credit; in a diploma program up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours credit.

### **Web Technologies A25290**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>																																																			
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																																			
<p><b>A. CORE</b>  <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CIS 115</td><td>Intro to Programming and Logic</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>DBA 110</td><td>Database Concepts</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>NOS 110</td><td>Operating Systems Concepts</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>SEC 110</td><td>Security Concepts</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 110</td><td>Internet/Web Fundamentals</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 115</td><td>Web Markup and Scripting</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 120</td><td>Intro Internet Multimedia</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 140</td><td>Web Development Tools</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 210</td><td>Web Design</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 230</td><td>Implementing Web Serv</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>WEB 250</td><td>Database Driven Websites</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Basic Computer Skills. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CIS 110</td><td>Introduction to Computers</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>CIS 111</td><td>Basic PC Literacy</td><td style="text-align: right;">2 SHC</td></tr> </table> <p><b>Business. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>BUS 110</td><td>Introduction to Business</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>CTS 115</td><td>Info Sys Business Concepts</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Networking. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>NET 110</td><td>Networking Concepts</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>NET 125</td><td>Networking Basics</td><td style="text-align: right;">3 SHC</td></tr> </table>	CIS 115	Intro to Programming and Logic	3 SHC	DBA 110	Database Concepts	3 SHC	NOS 110	Operating Systems Concepts	3 SHC	SEC 110	Security Concepts	3 SHC	WEB 110	Internet/Web Fundamentals	3 SHC	WEB 115	Web Markup and Scripting	3 SHC	WEB 120	Intro Internet Multimedia	3 SHC	WEB 140	Web Development Tools	3 SHC	WEB 210	Web Design	3 SHC	WEB 230	Implementing Web Serv	3 SHC	WEB 250	Database Driven Websites	3 SHC	CIS 110	Introduction to Computers	3 SHC	CIS 111	Basic PC Literacy	2 SHC	BUS 110	Introduction to Business	3 SHC	CTS 115	Info Sys Business Concepts	3 SHC	NET 110	Networking Concepts	3 SHC	NET 125	Networking Basics	3 SHC	<b>41-42 SHC</b>	<b>12 SHC</b>	
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<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, BUS, CJC, CIS, COE, CSC, CTS, DBA, DME, GRD, ITN, MKT, NET, NOS, OST, SEC, SGD, **SPA, and WEB</p> <p><i>** This prefix is limited to a maximum of 3 SHC</i></p>																																																						