CURRICULUM STANDARD

Effective Term
Fall 2008
*[2008*03]*

Curriculum Program Title	**Business Administration**	Code	**A2512H**
Concentration	**Public Administration**		

Curriculum Description

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application in personnel administration, decision making, ethics, organizational theories, and budgetary and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]

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

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

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

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

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

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

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

B. Concentration *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. Other Major Hours. Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

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				AAS	Diploma	Certificate
Minimum Major Hours Required				**49 SHC**	**30 SHC**	**12 SHC**
A. CORE *Courses required for the diploma are designated with **				**18-19 SHC**	**18-19 SHC**	
Required Courses:						
*	BUS	115	Business Law I	3 SHC		
*	BUS	137	Principles of Management	3 SHC		
*	MKT	120	Principles of Marketing	3 SHC		
Required Subject Areas:						
***Accounting.** Select one:						
	ACC	115	College Accounting	4 SHC		
	ACC	120	Prin of Financial Acct	4 SHC		
***Economics.** Select one:						
	ECO	151	Survey of Economics	3 SHC		
	ECO	251	Prin of Microeconomics	3 SHC		
	ECO	252	Prin of Macroeconomics	3 SHC		
***Computer Applications.** Select one:						
	CIS	110	Introduction to Computers	3 SHC		
	CIS	111	Basic PC Literacy	2 SHC		
	OST	137	Office Software Applications	3 SHC		
B. CONCENTRATION *Courses unique to a concentration are designated with ***				**12 SHC**	**12 SHC**	
**	PAD	151	Intro to Public Administration	3 SHC		
	PAD	152	Ethics in Government	3 SHC		
**	PAD	251	Public Finance & Budgeting	3 SHC		
**	PAD	252	Public Policy Analysis	3 SHC		

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C. OTHER MAJOR HOURS *To be selected from the following prefixes:* ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO, GIS, HRM, ISC, INS, INT, ISC, LOG, MKT, NPO, OMT, OST, PAD, PMT, POL, and WEB *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			