

STATE BOARD OF COMMUNITY COLLEGES

**CURRICULUM PROGRAM APPLICATIONS
FOR CAPTIVE/CO-OPTED GROUPS**

The State Board will be asked to approve the course(s)/program(s) listed below on the condition that equipment funds are available to the college and operating funds generated by the budget formula will permit the offering of the course(s)/program(s) without any special allocation of funds.

Pamlico Community College

Pamlico Correctional Institution (4850)

Business Administration (A25120)

Contact Person:

Ms. Tracy McPherson

Director

Public Safety Training Programs

919.807.7117

mcperson@nccommunitycolleges.edu

**PROGRAM APPLICATION
SUMMARY EVALUATION REPORT**

**Pamlico Community College
Business Administration (A25120)
Captive/Co-opted: Pamlico Correctional Institution (4850)**

I. Program Planning

Pamlico Community College is seeking approval for the Business Administration (A25120) program to begin Fall 2013 at Pamlico Correctional Institution, a state correctional facility in the college's service area. The proposed program was approved by the Board of Trustees at Pamlico Community College on April 23, 2013. The President and the Board of Trustees have certified the following:

- They are supportive of providing this proposed program to inmate students at Pamlico Correctional Institution as part of a Prison Education Program (PEP) partnership with the state's Division of Adult Correction.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- They understand that the proposed program will require a program accountability report that will include items such as student success measures, enrollment trends, and completion rates three years after implementation of the program.
- College and prison officials have jointly planned the program to align with the college's regular Business Administration program, and prison officials have committed to providing appropriate classroom space and a sufficient number of students who meet the educational requirements of the program.

II. Program Rationale

Pamlico Community College indicates the following:

- The Division of Adult Correction has identified this as a high-priority educational offering and is supporting the program financially in the following ways: 1) payment of inmates' tuition for classes in this program; 2) purchase of necessary textbooks and other instructional equipment/materials needed for program start-up; and 3) designation of \$50,000 in Prison Education "Start-Up Funds for Small Colleges" allocated to Pamlico Community College by the State Board of Community Colleges on May 17, 2013 to cover instructional costs for the first year.

III. Impact of the Proposed Program on Other Programs

The program is restricted to inmates housed in a prison facility within Pamlico Community College's service area, so it will not impact other colleges' programs.

IV. Implementation of Collaborative Plan

Not Applicable

V. Curriculum Design

The proposed program of study is in compliance with the State Board approved curriculum standard.

Coordinator: Ms. Tracy McPherson

C. Institutional Certification: Complete the following form and obtain required signatures. Form with original signatures should be included in the application.

Institutional Certification

This curriculum program Business Administration A25120P
(Program Title) (Program Code)

will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.

Pamlico Community College - Pamlico Correctional Institution
(Community College Name) ^{TRAC}

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

The college understands that this proposed program will require a program accountability report that will include items such as student success measures, enrollment trends, completion rates, and employment data three years after implementation if the program is approved by the State Board.

(A copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved must be attached to the application.)

C. Everett Hox 4-23-13
Signature, President of College Date

[Signature] 4-23-13
Signature, Board of Trustees Chair Date

CURRICULUM STANDARD

<i>Effective Term</i> <i>Fall 2008</i> <i>[2008*03]</i>

Curriculum Program Title

Business Administration

Code

A25120

Concentration

(not applicable)

Curriculum Description

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

*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.

Business Administration A25120

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> 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 Principles of Microeconomics 3 SHC ECO 252 Principles of Macroeconomic 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	18-19 SHC	18-19 SHC	
B. CONCENTRATION (<i>not applicable</i>) <div style="text-align: right;"><i>Continued on next page</i></div>			

Business Administration A25120 (continued)

C. OTHER MAJOR HOURS

To be selected from the following prefixes:

ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM,
ECO, ETR, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, PMT,
RLS, SST and WEB

*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.*