

# Asheville-Buncombe Technical Community College (A-B Tech) Procedure

# Procedure 203: Assignment of Course Level and Credit

## Determining Course Level

The numbering system for curriculum courses is defined in 1D SBCCC 400.8 Courses for Curriculum Porgrams:

1. The numbers 001-099 are assigned to developmental courses or supplemental courses. Supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery. Developmental courses are designed to address academic preparedness, workforce retraining, development of general and discipline-specific strategies, and barriers to learning. Developmental and supplemental courses do not earn credit toward a certificate, diploma, or degree.
2. The numbers 100-109 and 200-209 are assigned to certificate and diploma level curriculum courses. These courses shall not be included in associate degree programs.
3. The numbers 110-189 and 210-289 are assigned to associate degree level courses. These courses may also be included in certificate and diploma programs.
4. The numbers 190-199 and 290-299 are assigned to seminar or selected topic courses that may be offered for a single term and which courses offer content not found in existing courses. To offer the course content after the initial term, the NCCCS Curriculum Review Committee must approve the course for inclusion in the Combined Course Library.

A-B Tech may establish course pre-requisites and co-requisites beyond those established by the North Carolina Community College System.

## Assignment of Credit Hours

Credit for courses is assigned following requirements set forth in 1D SBCCC 400.1 Curriculum Definitions:

Contact Hour: The actual time of student attendance in a class or lab.

Class: Credit of one semester hour is awarded for each 16 hours of lecture and other instruction provided in a class under the supervision of an instructor.

Clinical Practice: Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skills in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student’s application of skills. Clinical practice may utilize experiences that simulate realistic clinical experiences to meet the curriculum and course objectives. The percentage of simulation experiences substituting for traditional clinical practice and the qualifications of faculty providing the simulation experience must comply with the guidelines of the applicable health science accrediting and approving bodies.

Experiential Laboratory: Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.

Faculty Directed Laboratory: Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory." Faculty directed laboratory means instructional activities are demonstrated or conducted by an instructor with immediate student application.

Work-Based Learning: Credit of one semester hour is awarded for each 160 hours of work-based learning (WBL curriculum prefix courses). Work-based learning is the development of job skills by providing the student with employment that is directly related to the educational program, and coordinated by a college representative.

Definitions: None

Owner: Vice President of Instructional Services

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