ENG 125	Creative Writing I	3-0-3
ENG 126	Creative Writing II	3-0-3
ENG 273	African American Literature	3-0-3
HEA 110	Personal Health and Wellness	3-0-3
HIS 222	African-American History I	3-0-3
HIS 223	African-American History II	3-0-3
HIS 226	The Civil War	3-0-3
HIS 236	North Carolina History	3-0-3
MAT 280	Linear Algebra	2-2-3
MAT 285	Differential Equations	3-0-3
PED 110	Fit and Well for Life	1-2-2
PED 113	Aerobics I	0-3-1
PED 114	Aerobics II	0-3-1
PED 115	Step Aerobics I	0-3-1
PED 116	Step Aerobics II	0-3-1
PED 117	Weight Training I	0-3-1
PED 118	Weight Training II	0-3-1
PED 121	Walk, Jog, Run	0-3-1
PED 128	Golf-Beginning	0-2-1
PED 130	Tennis-Beginning	0-2-1
PED 139	Bowling-Beginning	0-2-1
PED 143	Volleyball-Beginning	0-2-1
PED 145	Basketball-Beginning	0-2-1
PED 148	Softball	0-2-1
PED 149	Flag Football	0-2-1
PED 155	Water Aerobics	0-2-1
PED 160	Canoeing-Basic	0-2-1
PED 219	Disc Golf	0-2-1
PED 254	Coaching Basketball	1-2-2
POL 130	State and Local Government	3-0-3
PSY 246	Adolescent Psychology	3-0-3
SOC 232	Social Context of Aging	3-0-3
SPA 141	Culture and Civilization	3-0-3
WBL 111	Work-Based Learning I	0-10-1

Total Semester Credit Hours Required for Degree: 60/61 SHC

Business Technologies

Accounting
Credential: Associate in Applied Science Degree in Accounting
A25100

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of Communication, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting
Program Sites: Lee County Campus - Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Degree
A. General Education Courses (15 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Select one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (24 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
ACC 220	Intermediate Accounting I	3-2-4
BUS 115	Business Law I	3-0-3
CIS 110	Introduction to Computers	2-2-3

Economics Requirement—Take one course (SHC)

ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

C. Other Major Requirements (29 SHC)

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
ACC 221	Intermediate Accounting II	3-2-4
ACC 227	Practices in Accounting	3-0-3
BUS 110	Introduction to Business	3-0-3
BUS 125	Personal Finance	3-0-3
BUS 225	Business Finance	2-2-3

Major Electives (Select 3 SHC)

BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Micro Economics	3-0-3
ECO 252	Principles of Macro Economics	3-0-3
MKT 120	Principles of Marketing	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 223	Customer Service	3-0-3
SPA 111	Elementary Spanish I	3-0-3

D. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 69

Accounting
Credential: Diploma in Accounting
D25100

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communication, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Career Pathway Options: Associate in Applied Science Degree in Accounting
Program Length: 3 semesters
Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Diploma
A. General Education (6 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3

Select one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (20 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 129	Individual Income Tax	2-2-3
BUS 115	Business Law I	3-0-3
CIS 110	Introduction to Computers	2-2-3

Economics Requirement—Take 3 SHC

ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

C. Other Major Requirements (12 SHC)

ACC 122	Principles of Financial Accounting II	3-0-3
BUS 110	Introduction to Business	3-0-3
BUS 125	Personal Finance	3-0-3

Major Electives—Take 3 SHC

ACC 140	Payroll Accounting	1-2-2

ACC 150	Accounting Software Applications	1-2-2
BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
MKT 120	Principles of Marketing	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 223	Customer Service	3-0-3
SPA 111	Elementary Spanish I	3-0-3

D. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 39

Accounting
Credential: Income Tax Preparer Certificate C25100T0

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of income tax preparation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting provided the student meets the entrance requirements for the Accounting program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Payroll Accounting Certificate, Small Business Financial Advisor Certificate I and II.
Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Income Tax Preparer Certificate

Major Requirements (16 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
BUS 125	Personal Finance	3-0-3

Total Semester Hours Credit Required for Graduation: 16

Accounting
Credential: Payroll Accounting Certificate C25100P0

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of payroll accounting. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Income Tax Preparer Certificate, Small Business Financial Advisor Certificate I and II.
Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Payroll Accounting Clerk Certificate

Major Requirements (17 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 125	Personal Finance	3-0-3
CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit Required: 17

Accounting
Credential: Small Business Financial Advisor I Certificate
C25100S1

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of small business financial management. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Income Tax Preparer Certificate, Payroll Accounting Certificate, Small Business Financial Advisor Certificate II.
Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor I Certificate

		C-L-SHC
A. Major Requirements (18 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 125	Personal Finance	3-0-3
MKT 120	Principles of Marketing	3-0-3

Total Semester Hours Credit Required: 18

Accounting
Credential: Small Business Financial Advisor II Certificate
C25100S2

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of small business financial management. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

Entrance Standards: See General Admission Standards in catalog
NOTE: Completion of Small Business Financial Advisor I Certificate program or equivalent coursework is required prior to beginning this certificate program.
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters

Career Pathway Options:Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Income Tax Preparer Certificate, Payroll Accounting Certificate and Small Business Financial Advisor I Certificate

Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor II Certificate

		C-L-SHC
A. Major Requirements (16 SHC)		
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
BUS 137	Principles of Management	3-0-3
BUS 225	Business Finance	2-2-3
BUS 280	REAL Small Business	4-0-4

Total Semester Hours Credit Required: 16

Business Administration
Credential: - Associate in Applied Science Degree in Business Administration (General Business Administration Track) A25120

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.

Coursework 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus - Day Program Selected Evening Courses; Harnett Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Degree—General Business Administration Track

A. General Education Courses (15 SHC)

		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications—Take one course:

ENG 113	Literature-Based Research	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (22 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Economics Requirement—Take one course (3 SHC)

ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

C. Concentration Requirements (12 SHC)
General Business Administration Track

BUS 125	Personal Finance	3-0-3
BUS 153	Human Resource Management.	3-0-3
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3

D. Other Major Requirements (15 SHC)
General Business Administration Track

ACC 121	Principles of Managerial Accounting	3-2-4
BUS 260	Business Communication	3-0-3
MKT 223	Customer Service	3-0-3
WBL 111	Work-Based Learning I	0-10-1

Major Electives (Take 4 SHC)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 196	Seminar in Business Administration	1-3-1
BUS 228	Business Statistics	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
CTS 130	Spreadsheet	2-2-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
INT 110	International Business	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 220	Advertising and Sales Promotion	3-0-3
MKT 232	Social Media Marketing	3-2-4
WEB 214	Social Media	3-0-3

E. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 65

Business Administration
Credential: - Associate in Applied Science
Degree in Business Administration (Human Resource Management Track)
A25120

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.

Coursework 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus - Day Program, Selected Evening Courses; Harnett Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Degree—Human Resource Management Track

A. General Education Courses (15 SHC)

		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications—Take one course:

ENG 113	Literature-Based Research	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (22 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Economics Requirement—Take one course (3 SHC)

ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

C. Concentration Requirements (15 SHC)
Human Resource Management Track

BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	3-0-3
BUS 259	HRM Applications	3-0-3

D. Other Major Requirements (17 SHC)
Human Resource Management Track

BUS 153	Human Resource Management	3-0-3
BUS 252	Labor Relations	3-0-3
BUS 261	Diversity in Management	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
WBL 111	Work-Based Learning I	0-10-1

Major Electives (Take 4 SHC)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 196	Seminar in Business Administration	1-3-1
BUS 225	Business Finance	2-2-3
BUS 228	Business Statistics	3-0-3
BUS 240	Business Ethics	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
BUS 260	Business Communication	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
CTS 130	Spreadsheet	2-2-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
INT 110	International Business	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 220	Advertising and Sales Promotion	3-0-3
MKT 232	Social Media Marketing	3-2-4
WEB 214	Social Media	3-0-3

E. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 70

Business Administration
Credential: Diploma in Business Administration (General Business Administration Track)
D25120M0

The Business Management Diploma is designed to introduce students to basic management skills required for an entry-level position in business management. Coursework includes basic concepts in such areas as accounting, economics, business law, computer technology, management, and basic computation and communication. Graduates are prepared for entry-level employment opportunities in the area of management including employment in business and government agencies and financial institutions.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus – Day and Evening; Harnett Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Diploma—General Business Administration Track

A. General Education Courses (9 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (22 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Economics Requirement—Take one course (3 SHC)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

C. Other Major Requirements (3 SHC)		
ACC 121	Principles of Managerial Accounting	3-2-4

D. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

E. Concentration Requirements (3 SHC)

BUS 125	Personal Finance	3-0-3

Total Semester Hours Credit Required: 38

Business Administration
Credential: Diploma in Human Resource Management (Human Resource Management Track)
D25120M0

Human Resources Management Diploma is designed to provide training in the following areas of human resource management: general management strategies and techniques, employment law, employee training, employee recruitment, labor relations, and compensation and benefits. The Diploma option also provides training in economics, business law, marketing, and computer applications.

Graduates from this program will have a sound business educational base for lifelong learning.
Students will be prepared for employment opportunities in personnel, training and other human resources development areas.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus – Day and Evening; Harnett Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Diploma—Human Resource Management Track

A. General Education Courses (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (19 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Economics Requirement—Take one course (3 SHC)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

C. Other Major Hours Required (18 SHC)
Human Resource Management Track

BUS 153	Human Resource Management	3-0-3
BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3

BUS 252	Labor Relations	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	3-0-3

D. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 44

Business Administration Credential
Credential: Human Resources Management Certificate
C25120C0

The Human Resources Management Certificate program is designed to provide students with the skills to work in the area of human resources. Students who complete the certificate requirements should be prepared to work in a variety of work environments including business, industry, and educational settings. Specific emphasis will be placed on compensation and benefits, employee training and development, employment law and regulations, employee assessment and evaluation, and employee recruitment and planning. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Administration—Human Resource Management Track

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration-Human Resource Management Track
Program Sites: Distance Education

Course Requirements for Human Resource Management Certificate

Major Requirements (18 SHC)		C-L-SHC
BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	3-0-3

Electives (Choose 6 SHC)		
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 261	Diversity in Management	3-0-3

Total Semester Hours Credit Required: 18

Business Administration
Credential: Manager Trainee Certificate
C25120MO

This certificate program is designed to prepare students in the basic aspects of business management. Emphasized in the certificate program are basic concepts of management, business mathematics, marketing, business law, business principles, and human resources management. Students who complete the certificate requirements will be prepared for entry-level positions in management.

Entrance Requirement: General Admissions Standards in catalog
Academic Standards: See General Academic Standards in catalog. (No Placement testing is required for this certificate program.)
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus – Day and Evening; Harnett Campus – Day; Distance Education

Course Requirements for the Manager

Trainee Certificate:		C-L-SHC
BUS 110	Introduction to Business	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 223	Customer Service	3-0-3

Total Semester Hours Credit Required: 18

Business Administration
Credential: Entrepreneur Certificate
C25120E0

This certificate program is designed to prepare students for self-employment through business ownership. Primary emphasis is placed on business planning and the skills necessary to be a successful entrepreneur. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Administration.

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration (Higher entrance standards required)
Program Sites: Lee Campus – Day and Evening; Harnett Campus – selected day; Distance Education

Course Requirements for Entrepreneur Certificate

Major Requirements		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 280	REAL Small Business	4-0-4
CIS 110	Introduction to Computers	2-2-3

MKT 120   Principles of Marketing   3-0-3

 Total Semester Hours Credit Required: 17

Business Administration
Credential: Retail Management Certificate
C25120R0

This certificate program is designed to prepare students in the fundamental aspects of management in the retail sector Emphasized in the certificate program are basic concepts of financial and managerial accounting, management principles, customer service, human resource management, and hands-on application of management principles through work-based learning. Students who complete the certificate requirements will be prepared for entry-level positions in retail management.

Entrance Requirement: General Admissions Standards in catalog
Academic Standards: See General Academic Standards in catalog. (No placement testing is required for this certificate program.)
Program Length: 2 semesters
Career Pathway Options: Diploma in Business Administration; Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus – Day and Evening; Distance Education

Course Requirements for the Retail Management Certificate Trainee Certificate:

Major Requirements (18 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
MKT 223	Customer Service	3-0-3
WBL 111	Work-Based Learning I	0-10-1

Total Semester Hours Credit Required: 18

Business Administration
Credential: Social Media Marketing Certificate
C25120S0

The Social Media Marketing Certificate is designed to teach students to use social media tools to market products and services for businesses. The program introduces students to business, marketing, and social media and prepares them to use social media for advertising and promotion. Upon completion of the program students will be better prepared for marketing opportunities in the digital age.

Entrance Requirement: General Admissions Standards in catalog
Academic Standards: See General Academic Standards in catalog. (No Placement testing is required for this certificate program.) Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Online

Course Requirements for Social Media Marketing Certificate

Required Major Core Courses (16 SHC)		C-L-SHC
MKT 120	Principles of Marketing	3-0-3
WEB 214	Social Media	2-2-3
BUS 110	Introduction to Business	3-0-3
MKT 220	Advertising & Sales Promotion	3-0-3
MKT 232	Intermediate Social Media Marketing	3-2-4

Total Semester Hours Credit Required: 16

Healthcare Management Technology
Credential: Associate in Applied Science
Degree
A25200

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Healthcare Management Technology
Program Sites: Harnett Campus – Day Program, Selected Distance Courses

Course Requirements for Healthcare Management Technology

A. General Education Courses (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications Requirement—Take 3 SHC

ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 140	Intro Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3

B. Major Requirements (30 SHC)

ACC 120	Princ of Financial Acct	3-2-4
ACC 121	Princ of Managerial Acct	3-2-4
HMT 110	Intro to Healthcare Mgmt	3-0-3
HMT 210	Medical Insurance	3-0-3
HMT 211	Long-Term Care Administration	3-0-3
HMT 220	Healthcare Financial Mgmt	4-0-4
OST 141	Medical Terms I – Medical Office	3-0-3
OST 142	Medical Terms II – Medical Office	3-0-3
OST 149	Medical Legal Issues	3-0-3

C. Other Major Requirements (19 SHC)

BUS 110	Introduction to Business	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 260	Business Communications	3-0-3
CIS 110	Introduction to Computers	2-2-3
HMT 212	Mgmt of Healthcare Organizations	3-0-3
SPA 111	Elementary Spanish I	3-0-3
WBL 111	Work-Based Learning I	0-10-1

D. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Required: 65

Computer Information Technology
Credential: Associate in Applied Science
Degree in Computer Information Technology
A25260

The Computer Information Technology (CIT) curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information system needs.

Coursework will develop a student's ability to implement and support complex technical systems related to computer hardware, software, and networks. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Computer Information Technology
Program Site: Lee Campus - Day Program

Course Requirements for Computer Information Technology Degree

I. General Education Academic Core (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
MAT 143	Quantitative Literacy	2-2-3
	Social/Behavioral Science Elective	3-0-3

II. Major Hours (54 SHC)
A. Technical Core (27 SHC)

CIS 115	Introduction to Programming and Logic	2-3-3
CTS 120	Hardware/Software Support	2-3-3
CTS 285	Systems Analysis and Design	3-0-3
CTS 289	System Support Project	1-4-3
DBA 110	Database Concepts	2-3-3
NOS 110	Operating System Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3
SEC 110	Security Concepts	2-2-3

B. Program Major (9 SHC)

CIS 110	Introduction to Computers	2-2-3
CTS 115	Information Systems Business Concepts	3-0-3
NET 110	Networking Concepts	2-2-3

C. Other Major Hours (18 SHC)

DBA 120	Database Programming I	2-2-3
WEB 140	Web Development Tools	2-2-3
	Technical Electives	9
	Programming Elective	3

III. Other Required Hours (1 SHC)
Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Technical Electives (Choose 9 SHC)

CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CTI 140	Virtualization Concepts	1-4-3
CTS 130	Spreadsheet	2-2-3
CTS 220	Advanced Hard/Software Support	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3
WEB 151	Mobile Application Dev I	2-2-3

Programming Electives (Choose 3 SHC)

CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

Total Semester Credit Hours: 70

Computer Information Technology/Healthcare Business Informatics
Credential: Associate in Applied Science Degree in Computer Information Technology with an Emphasis in Healthcare Business Informatics
A25260HBI

The Computer Information Technology (CIT) curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information system needs.

Coursework will develop a student's ability to implement and support complex technical systems related to computer hardware, software, and networks. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

The Healthcare Business Informatics emphasis prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems. Students study terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment in entry-level positions with the healthcare industry, businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Computer Information Technology
Program Site: Lee Campus - Day Program

Course Requirements for CIT/HBI Degree

I. General Education Academic Core (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
MAT 143	Quantitative Literacy	2-2-3
	Social/Behavioral Science Elective	3-0-3

II. Major Hours (54 SHC)
A. Technical Core (27 SHC)

CIS 115	Introduction to Programming and Logic	2-3-3
CTS 120	Hardware/Software Support	2-3-3
CTS 285	Systems Analysis and Design	3-0-3
CTS 289	System Support Project	1-4-3
DBA 110	Database Concepts	2-3-3
NOS 110	Operating System Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3

SEC 110	Security Concepts	2-2-3

B. Program Major (9 SHC)

CIS 110	Introduction to Computers	2-2-3
CTS 115	Information Systems Business Concepts	3-0-3
NET 110	Networking Concepts	2-2-3

C. Other Major Hours (18 SHC)

HBI 110	Issues and Trends in HBI	3-0-3
HBI 113	Survey of Medical Insurance	3-0-3
HBI 250	Data Management and Utilization	2-2-3
OST 141	Medical Terminology I	3-0-3
OST 142	Medical Terminology II	3-0-3
OST 149	Medical Legal Issues	3-0-3

III. Other Required Hours (1 SHC)
Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours: 70

Computer Information Technology
Credential: Diploma in Computer Information Technology
D25260

The Computer Information Technology (CIT) curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology.
Program Sites: Lee Campus - Day Program

Course Requirements for Computer Information Technology Diploma

I. General Education Academic Core (6 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours (54 SHC)
A. Technical Core (12 SHC)

CIS 115	Introduction to Programming and Logic	2-3-3
CTS 120	Hardware/Software Support	2-3-3
CTS 285	Systems Analysis and Design	3-0-3
DBA 110	Database Concepts	2-3-3

B. Program Major (9 SHC)

CIS 110	Introduction to Computers	2-2-3
CTS 115	Information Systems Business Concepts	3-0-3
NET 110	Networking Concepts	2-2-3

C. Other Major Hours (9 SHC)

NOS 110	Operating System Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3

III. Other Required Hours (1 SHC)
Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Computer Information Technology
Credential: Certificate in Database Programming
C25260DP

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming, database design, database application, and related computer areas that provide the ability to adapt as information systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as entry-level programmers, programmer trainees, software developers, database developers, software specialists, or information managers.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information Technology.

Program Sites: Lee Campus - Day Program and Selected Evening Courses

Course Requirements for Database Programming Certificate

I. General Education Academic Core (0 SHC)		**C-L-SHC**

II. Major Hours (15 SHC)
A. Technical Core (6 SHC)

CIS 115	Introduction to Programming and Logic	2-3-3

DBA 110	Database Concepts	2-3-3

B. Program Major (3 SHC)

CIS 110	Introduction to Computers	2-2-3

C. Other Major Hours (6 SHC)

DBA 120	Database Programming I	2-2-3
	Programming Elective	2-3-3

Programming Elective (Choose 3 SHC)

CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

Total Semester Hours Credit: 15

Computer Information Technology Credential: Software Specialist Certificate C25260SS

Students will be exposed to office applications at the intermediate and advanced level as well as database applications and operating systems at the entry-level. Student can choose between a Web development class and an entry-level programming class to complete the certificate. The primary emphasis of the curriculum is provide students with entry-level knowledge of computing applications.

Graduates should qualify for employment in business, industry, and government organizations as entry-level software specialists, helpdesk technicians, computer operators, or any position that requires intermediate data processing skills.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information Technology.

Program Sites: Lee Campus - Day Program and Selected Evening Courses

Course Requirements for Software Specialist Certificate
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours (15 SHC)
A. Technical Core (6 SHC)

DBA 110	Database Concepts	2-3-3
NOS 110	Operating System Concepts	2-3-3

B. Program Major (3 SHC)

CIS 110	Introduction to Computers	2-2-3

C. Other Major Hours (6 SHC)

CTS 130	Spreadsheet	2-2-3
	Technical Elective	2-3-3

Technical Electives (Choose 3 SHC)

CSC 139	Visual Basic Programming	2-3-3
WEB 140	Web Development Tools	2-2-3

Total Semester Hours Credit: 15

Computer Information Technology Credential: Internet and Computing Core - IC3 Certificate C25260IC

Students will solve general computer problems through computer literacy techniques using appropriate learning methods and procedures. The primary emphasis of the curriculum is hands-on training in word processing applications, spreadsheet applications, presentation applications, database applications, basic computer concepts, networking concepts, Internet concepts and other related computer areas that provide the ability to adapt as information systems evolve. Once course requirements are met, students will be prepared to take the globally recognized IC3 Certification Exam offered by Certiport.

Graduates should qualify for employment in business, industry, and government organizations as entry-level computer users.

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information
Sites: Lee Campus - Day and Evening Programs

Course Requirements for Internet and Computing Core IC3 Certificate
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours (12 SHC)
A. Technical Core (6 SHC)

CTS 120	Hardware/Software Support	2-3-3
NOS 110	Operating System Concepts	2-3-3

B. Program Major (6 SHC)

CIS 110	Introduction to Computers	2-2-3
NET 110	Networking Concepts	2-2-3

Total Semester Hours Credit: 12

Computer Information Technology
Credential: Computer Hardware/Troubleshooting Repair Certificate
C25260HT

This certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in selecting parts, upgrading, building, and configuring personal computers, and installing and configuring operating systems. Major topics include component identification, system configuration, memory, peripheral installation and configuration, device drivers, printers and communication devices, and troubleshooting and diagnostic techniques,. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. This certificate is designed to prepare students for the A+ Certification Examinations offered by CompTIA (Certified Hardware Technician).

Graduates should qualify for employment in business, industry, and government organizations as entry-level PC technicians, helpdesk technicians, or any generalist computer technician.

Program Length: 2 semesters
Career Pathway Options: Associate in Computer Information Technology or Networking Technology
Program Sites: Lee Campus – Day and Night Programs

Course Requirements for Hardware/Troubleshooting Certificate

I. General Education Academic Core (0 SHC)   **C-L-SHC**

II. Major Hours (18 SHC)
A. Technical Core (9 SHC)

CTS 120	Hardware/Software Support	2-3-3
NOS 110	Operating System Concepts	2-3-3
NOS 130	Windows Single User	2-2-3

B. Program Major (6 SHC)

CIS 110	Introduction to Computers	2-2-3
NET 110	Networking Concepts	2-2-3

C. Other Major Hours (3 SHC)

CTS 220	Advanced Hard/Software Support	2-3-3

Total Semester Hours Credit: 12

Medical Office Administration
Credential: Associate in Applied Science Degree in Medical Office Administration
A25310

This curriculum prepares individuals for employment in medical and other health-care related offices. Coursework will include medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing. Students will learn administration and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration
Program Sites: Lee and Harnett Campus – Day Program, Selected Distance Courses

Course Requirements for Medical Office Administration

A. General Education Courses (15 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications Requirement – Take 3 SHC

ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 140	Intro Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

B. Major Requirements (29 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 141	Medical Terms I – Medical Office	3-0-3
OST 142	Medical Terms II – Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance.	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Text Editing Applications	3-0-3
OST 243	Medical Office Simulation	2-2-3
OST 289	Administrative Office Management	2-2-3

C. Other Major Requirements (22 SHC)

ACC 115	College Accounting	3-2-4
CTS 130	Spreadsheet	2-2-3
OST 136	Word Processing	2-2-3
OST 184	Records Management	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
OST 286	Professional Development	3-0-3
WBL 111	Work-Based Learning I	0-10-1

Major Electives – Take 2 SHC:

OST 241	Medical Office Transcription I	1-2-2
OST 242	Medical Office Transcription II	1-2-2
OST 248	Diagnostic Coding	1-2-2
OST 281	Emergency Issues in Medical Office	3-0-3
OST 285	Adv Emergency Issues in Medical Office	3-0-3

D. Other Requirements (1 SHC)

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Required: 67

Medical Office Administration
Credential: Medical Office Insurance Coding Certificate (Distance Education)
C25310IC

This program is designed to provide students with skills necessary for positions in medical and allied health facilities requiring a comprehensive knowledge of ICD-10 and CPT codes. This concentrated program provides training in medical terminology, coding, billing, and insurance procedures. Employment opportunities include medical offices, research facilities, health insurance companies, billing agencies, and allied health facilities. Upon completion of this training, students will be prepared to perform data entry associated to billing and recordkeeping of medical diagnosis, charges, and insurance documentation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Office Insurance Coding Certificate.
Program Sites: Distance Program
Lee and Harnett Campus – Day Program, Distance Education

Course Requirements for Medical Office Insurance Coding Certificate

Major Requirements (17 SHC)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 248	Diagnostic Coding	1-2-2

Total Semester Hours Credit Required: 17 SHC

Medical Office Administration
Credential: Medical Transcription Certificate
C25310T0

This program is designed to provide the students with skills necessary to transcribe medical records for physicians in all medical disciplines. Specific skills include medical terminology, medical office procedures, medical transcription, and medical legal issues. Upon completion of this training, students will be prepared to transcribe for professional transcription agencies, hospitals, physician offices, and other health care agencies. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Machine Transcription Certificate.
Program Sites: Distance Program
Lee and Harnett Campus – Day Program

Course Requirements for Medical Transcription Certificate

Required Courses (16 SHC)		C-L-SHC
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Text Editing Applications	3-0-3
OST 241	Medical Office Transcription I	1-2-2
OST 242	Medical Office Transcription II	1-2-2

Total Semester Hours Credit Required: 16 SHC

Networking Technology
Credential: Associate in Applied Science Degree in Networking Technology
A25340

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of

data, voice, image, and video communication in business, industry, and education.

Coursework includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates should find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, Communication technician/analyst, network/computer consultant, and information systems specialist.

Program Length: 5 semesters
Career Pathway Options: Specialized Networking Certificate Programs
Program Sites: North Carolina School of Telecommunications. Day and selected evening courses. Corporate and career-centered programs.

Course Requirements for Networking Technology Degree

I. General Education Academic Core (15 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
MAT 143	Quantitative Literacy	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3

II. Major Hours (54 SHC)
A. Technical Core (33 SHC)

CIS 115	Introduction to Programming and Logic	2-3-3
CTS 120	Hardware/Software Support	2-3-3
DBA 110	Database Concepts	2-3-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NOS 110	Operating Systems Concepts	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
SEC 110	Security Concepts	2-2-3

B. Program Major (12 SHC)

CIS 110	Introduction to Computers	2-2-3
NET 289	Networking Project	1-4-3
NOS 220	Linux/UNIX Administration I	2-2-3
Business– Select one:		
BUS 110	Introduction to Business	3-0-3
	OR	

CTS 115	Information Systems Business Concepts	3-0-3

C. Other Major Hours (9 SHC)

NET 241	VOIP Fundamentals	2-3-3
NOS 230	Windows Admin I	2-2-3
SEC 160	Security Fundamentals I	2-2-3

III. Other Required Hours (1 SHC)
Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours: 70

Networking Technology
Credential: Diploma in Networking Technology
D25340

The Networking Technology Program prepares individuals for employment supporting network infrastructure and environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communication in business, industry, and education.

Coursework includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware, such as switches and routers.

Graduates should find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Program Length: 3 Semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology, Diploma in Network Technology.
Program Sites: North Carolina School of Telecommunications. Day and selected evening courses. Corporate and career-centered programs.

Course Requirements for Network Technology Diploma

I. General Education Academic Core (6 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
MAT 143	Quantitive Literacy	2-2-3

II. Major Hours (37 SHC)
A. Technical Core (12 SHC)

CTS 120	Hardware/Software Support	2-3-3

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 225	Routing and Switching I	1-4-3

B. Other Major Hours (24 SHC)

CIS 110	Introduction to Computers	2-2-3
NET 226	Routing and Switching II	1-4-3
NOS 110	Operating Systems Concepts	2-2-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
NOS 220	Linux/UNIX Administration I	2-2-3
NOS 230	Windows Admin I	2-2-3
SEC 110	Security Concepts	2-2-3

Total Semester Hours Required for Graduation: 43

Networking Technology
Credential: Network Infrastructure Certificate
C25340NI

The Network Infrastructure Certificate is a certificate under the curriculum title of Network Technology. This curriculum prepares students to understand and install various models of Cisco routers and switches. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network electronics and support tools. Classes cover installation and support of various network electronics, management software, troubleshooting, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC Administrator, Network Control Operator, Network Analyst, and Information Systems Specialist. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Infrastructure.
Program Sites: North Carolina School of Telecommunications. Day and selected evening courses. Corporate and career-centered programs.

Course Requirements for Network Infrastructure Certificate

I. General Education Academic Core (SHC)   C-L-SHC

II. Major Hours (12 SHC)
A. Technical Core (12 SHC)

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
		4-16-12

Total Semester Hours Credit: 12

Networking Technology
Credential: Network Operating System Certificate
C25340NO

The Network Operating System is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand various network operating systems and models. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network operating systems and tools. Classes cover installation and support of various network operating systems, security electronics, security and intrusion detection software, troubleshooting, administrative responsibilities, and other tools. Graduates should qualify for positions such as: LAN/PC network operating systems administrator, technician, and personal computer technician.

Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Networking Technology. Students must meet the higher entrance requirements.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Operating System.

Program Sites: North Carolina School of Telecommunications. Day and selected evening courses. Corporate and career-centered programs.

Course Requirements for Network Security Certificate
I. General Education Academic Core (SHC)   C-L-SHC

II. Major Hours (12 SHC)

NOS 110	Operating Systems Concepts	2-2-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
NOS 220	Linux/UNIX Administration I	2-2-3
NOS 230	Windows Admin I	2-2-3
		10-10-15

Total Semester Hours Credit Needed for Graduation: 15

Networking Technology
Credential: Network Security Certificate
C25340SE

The Network Security Certificate is a certificate under the curriculum title of Network Technology. This curriculum prepares students to understand and install various types of security tools and models. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network electronics, operating systems, and security tools. Classes cover installation and support of various security electronics, security and intrusion detection software, troubleshooting, administrative responsibilities, and other security tools.

Graduates should qualify for positions such as: LAN/PC security technician, security control operator, and network security technician. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Security.

Program Sites: North Carolina School of Telecommunications. Day and selected evening courses. Corporate and career-centered programs.

Course Requirements for Network Security Certificate
I. General Education Academic Core (SHC)   C-L-SHC

II. Major Hours (12 SHC)

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
SEC 110	Security Concepts	2-2-3
SEC 160	Security Fundamentals I	2-2-3
		8-20-18

Total Semester Hours Credit: 18

Networking Technology
Credential: Voice Over IP Certificate
C25340TL

The Voice over IP Certificate is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand and install various types of Voice over IP tools and models. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network electronics, operating systems, and Voice over IP tools. Classes cover installation and support of various Voice over IP electronics, Voice over IP software, troubleshooting, administrative responsibilities, and other tools.

Graduates should qualify for positions such as: LAN/PC VoIP technician and network VoIP technician. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Voice Over IP.
Program Sites: North Carolina School of Telecommunications. Day and selected evening courses. Corporate and career-centered programs.

Course Requirements for Voice Over IP Certificate
I. General Education Academic Core (SHC)   C-L-SHC

II. Major Hours (12 SHC)

NET 241	VOIP Fundamentals	2-3-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
		6-19-15

Total Semester Hours Credit: 15

Office Administration
Credential: Associate in Applied Science
Degree in Office Administration
A25370

The Office Administration Curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office

duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry level to supervisor to middle management.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology
Program Sites: Lee and Harnett Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree

A. General Education Courses (15 SHC)

		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications Requirement—Take 3 SHC:

ENG 113	Literature-Based Research	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 140	Intro Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3

Mathematics—Take one course:

MAT 110	Math Measurement & Literacy	2-2-3
or		
MAT 143	Quantitative Literacy	2-2-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

B. Major Requirements (15 SHC)

OST 134	Text Entry and Formatting	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 137	Office Software Applications	2-2-3
OST 184	Records Management	2-2-3
OST 289	Administrative Office Management	2-2-3

C. Other Major Requirements (35 SHC)

ACC 115	College Accounting	3-2-4
CIS 110	Introduction to Computers	2-2-3
CTS 130	Spreadsheet	2-2-3
OST 131	Keyboarding	1-2-2
OST 135	Advanced Text Entry and Format	3-2-4
OST 136	Word Processing	2-2-3
OST 138	Advanced Software Application	2-2-3
OST 181	Intro to Office Systems	2-2-3
OST 233	Office Publications Design	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
OST 286	Professional Development	3-0-3
WBL 111	Work-Based Learning I	0-10-1

D. Other Requirements (1 SHC)

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 66

Office Administration
Credential: Office Administration Diploma
D25370

The Office Administration Curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of entry-level positions in business, government, and industry. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Office Systems Technology and Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the degree program.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology, Associate in Applied Science Degree in Medical Office Administration, Office Systems Technology Diploma.
Program Sites: Distance Programs
Lee and Harnett Campus - Day Program

Course Requirements for Office Administration Diploma

A. General Education Courses (9 SHC)

		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3

Communications Requirement—Take 3 SHC:

COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 140	Intro Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3
ENG 115	Oral Communication	3-0-3

B. Major Requirements (15 SHC)

OST 134	Text Entry and Formatting	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 137	Office Software Applications	2-2-3
OST 184	Records Management	2-2-3
OST 289	Administrative Office Management	2-2-3

C. Other Major Requirements (17 SHC)

CIS 110	Introduction to Computers	2-2-3

CTS 130	Spreadsheet	2-2-3
OST 131	Keyboarding	1-2-2
OST 136	Word Processing	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
OST 286	Professional Development	3-0-3

D. Other Requirements (1 SHC)
Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required: 39

Office Administration
Credential: Information and Word Processing Certificate
C25370W0

This certificate program provides the graduate with the basic keyboarding and word processing skills necessary to enter the job market as an information and word processor. Specific emphases will be placed on a variety of office software and the specific capabilities of word processing, office publications, document formatting and editing, and proofreading. Credits earned in this program may be transferred toward a diploma and/or an Associate in Applied Science Degree in Office Administration and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the diploma/degree program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Diploma in Office Administration (Higher entrance standards required); Receptionist Certificate; Information and Word Processing Certificate.
Program Sites: Distance Education
Lee and Harnett Campus - Day

Course Requirements for Information and Word Processing Certificate

Required Courses (14 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 236	Advanced Word/Information Processing	2-2-3

Total Semester Hours Credit Required: 17

Office Administration
Credential: Receptionist Certificate
C25370R0

This certificate program provides the graduate with the basic skills necessary to enter the job market as a receptionist. Specific emphases will be placed on general office skills in spreadsheets, oral communication, information and word processing, and records management. Credits earned in this program may be transferred toward a Diploma and/or an Associate in Applied Science Degree in Office Administration and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the degree/diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Diploma in Office Administration (Higher entrance standards required); Information and Word Processing Certificate; Receptionist Certificate.

Program Sites: Distance Education
Lee and Harnett Campus - Day

Course Requirements for Receptionist Certificate

Required Courses (17 SHC)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 184	Records Management	2-2-3
OST 286	Professional Development	3-0-3

Total Semester Hours Credit Required: 17

Paralegal Technology
Credential: Associate in Applied Science Degree in Paralegal Technology
A25380

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Coursework includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law.
Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology
Program Sites: Lee County Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Degree

I. General Education Academic Core (18 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
MAT 110	Mathematical Measurement and Literacy	2-2-3
	Social/Behavioral Science Elective	3-0-3
	*Communications Elective	3

II. Major Hours (56 SHC)
A. Technical Core (23 SHC)

LEX 110	Introduction to Paralegal Study	2-0-2
LEX 120	Legal Research/Writing I	2-2-3
LEX 130	Civil Injuries	3-0-3
LEX 140	Civil Litigation I	3-0-3
LEX 150	Commercial Law	2-2-3
LEX 210	Real Property I	3-0-3
LEX 240	Family Law	3-0-3
LEX 250	Wills, Estates, and Trusts	2-2-3

C. Other Major Hours (33 SHC)

ACC 115	College Accounting	3-2-4
CIS 110	Introduction to Computers	2-2-3
WBL 111	Work Based learning I	0-10-1
LEX 121	Legal Research Writing II	2-2-3
LEX 141	Civil Litigation II	2-2-3
LEX 160	Criminal Law and Procedure	2-2-3
LEX 270	Law Office Mgt/Technology	1-2-2

LEX 180	Case Analysis and Reasoning	1-2-2
LEX 211	Real Property II	1-4-3
LEX 220	Corporate Law	2-0-2
LEX 260	Bankruptcy and Collections	3-0-3
LEX 271	Law Office Writing	1-2-2
LEX 280	Ethics and Professionalism	2-0-2

III. Other Required Hours (1 SHC)
Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

*Communications Electives—Select One

COM 110	Introduction to Communication	3-0-3
COM 120	Intro. to Interpersonal Communication	3-0-3
COM 140	Intro. To Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3
ENG 115	Oral Communication	3-0-3

Total Semester Hours Credit Required for Graduation: 75

Paralegal Technology
Credential: Paralegal Technology Diploma
D25380

This diploma program is designed for students who have already earned a Baccalaureate and/or an Associate Degree. Students in this program will learn the specifics of assisting lawyers in the specific areas of research, document preparation, and client interviews. Credits earned in this program may be transferred to the Associate in Applied Science Degree in Paralegal Technology provided the student meets all entrance requirements for the degree program.

Program Specific Entrance Standards: A Baccalaureate and/or an Associate Degree including credit for ENG 111 or equivalent and 3 SHC in general education.
Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology (Higher entrance standards required); Paralegal Technology Diploma
Program Sites: Lee County Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma

II. Major Hours (56 SHC)
A. Technical Core (23 SHC)

LEX 110	Introduction to Paralegal Study	2-0-2
LEX 120	Legal Research/Writing I	2-2-3
LEX 130	Civil Injuries	3-0-3
LEX 140	Civil Litigation I	3-0-3
LEX 150	Commercial Law	2-2-3
LEX 210	Real Property I	3-0-3
LEX 240	Family Law	3-0-3
LEX 250	Wills, Estates, and Trusts	2-2-3

B. Other Major Hours (22 SHC)

ACC 115	College Accounting	3-2-4
LEX 121	Legal Research/Writing II	2-2-3
LEX 160	Criminal Law	2-2-3
LEX 211	Real Property II	1-4-3
LEX 260	Bankruptcy and Collections	3-0-3
LEX 270	Law Office Mgt/Technology	1-2-2
LEX 271	Law Office Writing	1-2-2
LEX 280	Ethics and Professionalism	2-0-2

Total Semester Hours Credit Required for Graduation: 45

Commercial and Artistic Production Technologies

Broadcasting Production Technology Credential: Associate in Applied Science Degree in Broadcasting Production Technology A30120

Students enrolled in the Broadcasting Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications.

Training emphasizes speech, script writing, production planning, editing, and post production. Students - also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

Program Length: 6 semesters
Career Pathway Options: Associate in Applied Science Degree in Broadcasting Production Technology
Note: Associate in Applied Science students may begin with the Radio or the TV Production sequence.
Program Sites: Lee Campus - Day Program; Harnett Campus – Selected courses

Course Requirements for Broadcasting Production Technology Degree

A. General Education Courses (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications—Take one course:

ENG 113	Literature-Based Research	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3

B. Major Requirements (13 SHC)

BPT 110	Introduction to Broadcasting	3-0-3
BPT 111	Broadcast Law and Ethics	3-0-3
BPT 112	Broadcast Writing	3-2-4
BPT 113	Broadcast Sales	3-0-3

C. Other Major Requirements (40-41 SHC)

BPT 121	Broadcast Speech I	2-3-3
BPT 122	Broadcast Speech II	2-3-3
BPT 131	Audio/Radio Production I	2-6-4
BPT 132	Audio/Radio Production II	2-6-4
BPT 135	Radio Performance I	0-6-2
BPT 210	Broadcast Management	3-0-3
BPT 215	Broadcast Programming	3-0-3
BPT 231	Video/TV Production I	2-6-4
BPT 232	Video/TV Production II	2-6-4
BPT 235	TV Performance I	0-6-2
BPT 250	Institutional Video	2-3-3
CIS 110	Introduction to Computers	2-2-3
WBL 111	Work-Based Learning I	0-10-1

Major Electives—Take one course:

BPT 236	TV Performance II	0-6-2
WBL 121	Work-Based Learning II	0-10-1

D. Other Requirements (1 SHC)
Student Success—Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 69

Broadcasting Production Technology Credential: Radio Broadcasting Production Technology Diploma D3012010

Students enrolled in the Radio Broadcasting Production Technology diploma curriculum will develop professional skills in radio, audio, and related applications. Training will emphasize speech, script writing, radio production planning, editing, and post production. Students will also study the development of the radio broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter radio broadcasting, production, and related industries in a variety of occupations. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Broadcasting Production Technology provided the student meets the entrance requirements for the degree program.

Program Length: 3 semesters