

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 and 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—General Business Administration and Human
 Resource Management Tracks**

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 112	Writing/Research in the Disciplines	3-0-3
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	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

C. Concentration Requirements (Select one track)

General Business Administration Track (12 SHC)

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

Human Resource Management Track (15 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
BUS 259	HRM Applications	3-0-3

D. Other Major Requirements (select the same track from part C.)

General Business Administration Track (15 SHC)

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

Human Resource Management Track (17 SHC)

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 for either track selected)

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 220	Advertising and Sales Promotion	3-0-3
MKT 232	Social Media Marketing	3-2-4
WEB 214	Social Media	3-0-3

*Major Electives may not also count as a required course

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 for General Business

Administration Track: 65

Total Semester Hours Credit Required for Human Resource
 Management Track: 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
Social/Behavioral Science Requirement	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 (4 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: 39	

**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 137 Principles of Management	3-0-3
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 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

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

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 Machine 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

**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

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 (17 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 134	Text Entry & Formatting	3-0-3
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
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

**Information Technology (General)
Credential: Associate in Applied Science
Degree in Information Technology
A25590**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

**Course requirements for Information Technology
Degree – General Track**

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 (12 SHC)		
CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network & SEC Foundation	2-2-3
CTS 115	Info. Sys. Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3

B. Program Major (12 SHC)

NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
CIS 115	Introduction to Programming & Logic	2-3-3
CTS 285	Systems Analysis & Design	3-0-3

C. Other Major Hours (30 SHC)

WEB 140	Web Development	2-2-3
NOS 230	Windows Administration I	2-2-3
DBA 110	Database Concepts	2-3-3
DBA 120	Database Programming I	2-2-3
SEC 110	Security Concepts	2-2-3
CTS 289	System Support Project	1-4-3
CTS 220	Advanced Hard/Software Support	2-3-3
WEB 151	Mobile Application Dev. I	2-2-3
	Technical Electives	3
	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 3 SHC)

CIS 110	Introduction to Computers	2-2-3
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

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

**Credential: Diploma in Information
Technology
D25590**

The Information Technology 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 Information Technology (Higher entrance standards required), Diploma in Information Technology.

Program Sites: Lee Campus - Day Program

Course Requirements for Information Technology Diploma

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

ENG 111	Writing & Inquiry	3-0-3
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours (39 SHC)

A. Technical Core (12 SHC)

CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network & SEC Foundation	2-2-3
CTS 115	Info System Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3

B. Program Major (9 SHC)

NOS 130	Windows Single User	2-2-3
CIS 115	Introduction to Programming & Logic	2-3-3
CTS 285	Systems Analysis & Design	3-0-3

C. Other Major Hours (18 SHC)

WEB 140	Web Development Tools	2-2-3
NOS 230	Windows Administration I	2-2-3
DBA 110	Database Concepts	2-3-3
SEC 110	Security Concepts	2-2-3
CTS 220	Advanced Hard/Software Support	2-3-3
	Programming Elective	

III. Other Required Hours (1 SHC)

Choose one course:

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

Programming Electives:

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: 46

Credential: Database Programming Certificate C25590DP

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 (6 SHC)

II. Major Hours (12 SHC)

A. Technical Core (3 SHC)

CTI 110	Web, Pgm. & DB Foundation	2-2-3
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B. Program Major (3 SHC)

CIS 115	Introduction of Programming and Logic	2-3-3
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C. Other Major Hours (6 SHC)

DBA 110	Database Concepts	2-3-3
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Programming Elective (see below)

CSC 134	C++ Programming	2-3-3
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CSC 130	Visual Basic Programming	2-3-3
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CSC 151	JAVA Programming	2-3-3
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Total Semester Credit Hours: 12

Credential: Internet and Computing Core IC3 Certificate C25590IC

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)

II. Major Hours (12 SHC)

A.	Technical Core (6 SHC)	
CTS 120	Hardware/Software Support	2-3-3
CTI 120	Network and SEC Foundation	2-2-3
B.	Program Major (3 SHC)	
NOS 130	Windows Single User	2-2-3
C.	Other Major Hours (3 SHC)	
CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit: 12

Credential: Hardware/Troubleshooting Certificate C25590HT

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

II Major Hours (12 SHC)

A.	Technical Core (6 SHC)	
CTS 120	Hardware/Software Support	2-3-3
CTI 120	Network & SEC Foundation	2-2-3
B.	Program Major (3 SHC)	
NOS 130	Windows Single User	2-2-3
C.	Other Major Hours (3 SHC)	
CTS 220	Advanced Hard/Software Support	2-3-3

Total Semester Hours Credit: 12

Information Technology (Network Management)

Credential: Associate in Applied Science Degree in Information Technology A25590

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 Information Technology Degree – Networking Track

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

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

II. Major Hours (54 SHC)

A. Technical Core (12 SHC)

CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network and SEC Foundation	2-2-3
CTS 115	Info Sys. Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3

B. Program Major (6 SHC)

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

C. Other Major Hours (36 SHC)

CTI 140	Virtualization Concepts	1-4-3
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NET 241	Introduction to VOIP	2-3-3
NET 289	Networking Project	1-4-3
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
SEC 160	Security Fundamentals I Technical Elective	2-2-3 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 3 SHC)

CIS 110	Introduction to Computers	2-2-3
DBA 110	Database Concepts	2-3-3

Total Semester Credit Hours: 70

Credential: Diploma in Information Systems (Network Management)

D25590N

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 Information Technology Diploma – Network Management

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 (39 SHC)

A. Technical Core (12 SHC)

CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network and SEC Foundation	2-2-3
CTS 115	Info Sys. Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3

B. Program Major (6 SHC)

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

C. Other Major Hours (21 SHC)

NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
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 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: 46

**Credential: Certificate in Network Operating Systems
C25590NO**

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 Operating System Certificate

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

**Credential: Certificate in Network Infrastructure
C25590NI**

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

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

**Credential: Certificate in Network Security
C25590SE**

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

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 160	Security Fundamentals I	2-2-3

Credential: Certificate in Voice Over IP C25590TL

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: 3 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:

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
NET 241	VOIP Fundamentals	2-3-3

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