Select additional courses from UGETC courses listed above or from the courses classified as General Education courses in the NCCCS Combined Course Library.

BIO 111	General Biology I	3-3-4
CHM 152	General Chemistry II	3-3-4
COM 110	Introduction to Communication	3-0-3
CSC 134	C++ Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
DFT 170	Engineering Graphics	2-2-3
ECO 252	Principles of Macroeconomics	3-0-3
EGR 210	Intro to Electr./Computer Engineering Lab	1-3-2
EGR 212	Logic System Design I	3-0-3
EGR 215	Network Theory I	3-0-3
EGR 216	Logic and Network Lab	0-3-1
EGR 220	Engineering Statics	3-0-3
EGR 225	Engineering Dynamics	3-0-3
EGR 228	Introduction to Solid Mechanics	3-0-3
HUM 110	Technology and Society	3-0-3
MAT 280	Linear Algebra	2-2-3
PED 110	Fit and Well for Life	1-2-2

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 Main Campus - Day Program, Selected Evening; Distance Education

Course Requirements for Accounting 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
	Social/Behavioral Science Elective	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours
A. 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 (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

B. 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
	*Technical Elective	3-0-3

III. Other Requirements (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	0-2-1

Total Semester Hours Credit Required: 69

*Accounting Electives (Choose 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

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 Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Diploma
I. General Education Academic Core (6 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy OR	2-2-3
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours
A. 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 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

B. 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
	*Technical Elective	3-0-3

III. Other Requirements (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	0-2-1

Total Semester Hours Credit Required: 39

*Technical Electives—(Choose 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

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 Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Income Tax Preparer Certificate
I. Major Hours
A. Major Requirements (7 SHC)   C-L-SHC

ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3

B. Other Major Requirements (9 SHC)

ACC 122	Principles of Financial Accounting II	3-0-3
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 Main Campus – Day Program, Selected Evening; Distance Education

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

II. Major Hours
A. Major Requirements (10 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
CIS 110	Introduction to Computers	2-2-3

B. Other Major Requirements (7 SHC)

ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 125	Personal Finance	3-0-3

Total Semester Hours Credit Required: 17

Accounting
Credential: Small Business Financial Advisor 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 Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor Certificate
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours
A. Major Requirements (8 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4

B. Other Major Hours (10 SHC)

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

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 and Human Resource Management Tracks
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
	Social/Behavioral Science Elective	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours
A. Technical Core (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

B. Required Subject Areas (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

C. Other Major (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
	*Technical Elective	4

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	0-2-1

Total Semester Hours Credit Required for General Business Administration Track: 65

*Technical Electives (Choose 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	2-2-3
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	2-2-3

**Major Electives may not also count as a required course

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

I. General Education Courses (6 SHC)

		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours (29)
A. Technical Core (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

B. Required Subject Areas (3 SHC)

| BUS 125 | Personal Finance | 3-0-3 |

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

III. Other Requirements (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   0-2-1

Total Semester Hours Credit Required for General Business Administration Track: 36

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

II. Major Hours (18 SHC)
A. Technical Core (9 SHC)
BUS 110   Introduction to Business   3-0-3
BUS 137   Principles of Management   3-0-3
CIS 110   Introduction to Computers   2-2-3

B. Required Subject Area (3 SHC)
BUS 153   Human Resource Management   3-0-3

C. Other Major Hours (6 SHC)
BUS 151   People Skills   3-0-3
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
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours (17 SHC)
A. Technical Core (10 SHC)
ACC 120   Principles of Financial Accounting   3-2-4
BUS 137   Principles of Management   3-0-3
CIS 110   Introduction to Computers   2-2-3

B. Required Subject Area (4 SHC)
BUS 280   REAL Small Business   4-0-4

C. Other Major Hours (3 SHC)
MKT 120   Principles of Marketing   3-0-3

Total Semester Hours Credit Required: 17

Business Administration
Credential: Retail Management Certificate
C25120RM

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

II. Major Hours (18 SHC)
A. Technical Core (7 SHC)
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3

B. Required Subject Area (3 SHC)
BUS 153	Human Resource Management	3-0-3

C. Other Major Hours (8 SHC)
ACC 121	Principles of Managerial Accounting	3-2-4
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
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours (16 SHC)
A. Technical Core (3 SHC)
MKT 120	Principles of Marketing	3-0-3

B. Required Subject Area (3 SHC)
BUS 110	Introduction to Business	3-0-3

C. Other Major Hours (10 SHC)
WEB 214	Social Media	2-2-3
MKT 220	Advertising & Sales Promotion	3-0-3
MKT 232	Intermediate Social Media Marketing	3-2-4

Total Semester Hours Credit Required: 16

Business Administration
Credential: - Associate in Applied Science (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 Tracks
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
	Social/Behavioral Science Elective	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours
A. Technical Core (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

B. Required Subject Areas (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

C. Other Major Hours (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
	*Technical Elective	4

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	0-2-1

Total Semester Hours Credit Required for Human Resource Management Track: 70

Technical Electives* (Choose 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	2-2-3
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	2-2-3

**Major Electives may not also count as a required course

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

I. General Education Courses (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3

II. Major Hours

A. Technical Core (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

B. Required Subject Areas (6 SHC)

| BUS 217 | Employment Law and Regulations | 3-0-3 |
| BUS 256 | Recruit, Select and Personnel Planning | 3-0-3 |

C. Other Major Hours (9 SHC)

BUS 153	Human Resource Management	3-0-3
BUS 234	Training and Development	3-0-3
BUS 258	Compensation and Benefits	3-0-3

III. Other Requirements (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   0-2-1

Total Semester Hours Credit Required for Human Resource
Management Track: 44

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

II. Major Hours (18 SHC)   C-L-SHC
A. Technical Core (3 SHC)
BUS 137   Principles of Management   3-0-3

B. Required Subject Area (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
            *Technical Elective   3-0-3

Total Semester Hours Credit Required: 18

*Technical Electives (Choose 3 SHC)
BUS 151   People Skills   3-0-3
BUS 153   Human Resource Management   3-0-3
BUS 261   Diversity in Management   3-0-3

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**
I. General Education Academic Core (15 SHC)   C-L-SHC
ENG 111   Writing and Inquiry   3-0-3
            Humanities/Fine Arts Elective   3-0-3
            Social/Behavioral Science Elective   3-0-3

Communications Requirement—Take 3 SHC
ENG 112   Writing/Research in the Disc   3-0-3
ENG 113   Literature-Based Research   3-0-3
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

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

II. Major Hours

A. Technical Core (26 SHC)

ACC 120	Princ of Financial Acct	3-2-4
ACC 121	Princ of Managerial Acct	3-2-4
CIS 110	Introduction to Computers	2-2-3
HMT 110	Intro to Healthcare Mgmt	3-0-3
OST 141	Medical Terms I – Medical Office	3-0-3
OST 142	Medical Terms II – Medical Office	3-0-3
OST 148	Medical Insurance and Billing	3-0-3
OST 149	Medical Legal Issues	3-0-3

B. Required Subject Area (12 SHC)

BUS 110	Introduction to Business	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 260	Business Communications	3-0-3
HMT 212	Mgmt of Healthcare Organizations	3-0-3

C. Other Major Hours (11 SHC)

HMT 211	Long-Term Care Administration	3-0-3
HMT 220	Healthcare Financial Mgmt	4-0-4
SPA 111	Elementary Spanish I	3-0-3
WBL 111	Work-Based Learning I	0-10-1

II. Other Requirements (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 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

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

ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3

OR

MAT 143	Quantitative Literacy	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
	*Communication Elective	3-0-3

II. Major Hours

A. Technical Core (24 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 136	Word Processing	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	Office Editing	3-0-3
OST 289	Office Admin. Capstone	2-2-3

B. Required Subject Area (12 SHC)

OST 184	Records Management	2-2-3
OST 243	Medical Office Simulation	2-2-3
OST 247	Procedural Coding	3-0-3
OST 286	Professional Development	3-0-3

C. Other Major Hours (16 SHC)

ACC 115	College Accounting	3-2-4
CTS 130	Spreadsheet	2-2-3
OST 131	Keyboarding	1-2-2
OST 248	Diagnostic Coding	3-0-3
WBL 111	Work-Based Learning I	0-10-1
	**Technical Elective	3

III. 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	0-2-1

Total Semester Hours Required: 68

* Communications elective (Choose 3 SHC)

ENG 112	Writing/Research in the Disc	3-0-3
ENG 113	Literature-Based Research	3-0-3
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

**Technical Electives– (Choose 3 SHC):

OST 241	Medical Office Transcription I	2-2-3
OST 242	Medical Office Transcription II	2-2-3
OST 281	Emergency Issues in Medical Office	3-0-3
OST 285	Adv Emergency Issues in Med. Office	3-0-3
OST 236	Advanced Word/Info. Processing	2-2-3

Medical Office Administration
Credential: Associate in Applied Science
Diploma in Medical Office Administration
D25310MO

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

ENG 111	Writing and Inquiry	3-0-3
	*Communication Elective	3-0-3

II. Major Hours
A. Technical Core (24 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 136	Word Processing	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	Office Editing	3-0-3
OST 289	Office Admin. Capstone	2-2-3

B. Required Subject Area (9 SHC)

OST 184	Records Management	2-2-3
OST 243	Medical Office Simulation	2-2-3
OST 247	Procedural Coding	3-0-3

C. Other Major Hours (5 SHC)

OST 131	Keyboarding	1-2-2
OST 248	Diagnostic Coding	3-0-3

Total Semester Hours Required: 44

* Communications Electives (Choose 3 SHC)

ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

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

II. Major Hours
A. Technical Core (6 SHC)   C-L-SHC

OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3

B. Required Subject Area (9 SHC)

OST 148	Medical Coding Billing and Insurance	3-0-3
OST 247	Procedural Coding	3-0-3
OST 248	Diagnostic Coding	3-0-3

C. Other Major Hours (3 SHC)

OST 149	Medical Legal Issues	3-0-3

Total Semester Hours Credit Required: 18

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

II. Major Hours

A. Technical Core (6 SHC)   C-L-SHC
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3

B. Required Subject Area (9 SHC)
OST 164	Office Editing	3-0-3
OST 241	Medical Office Transcription I	2-2-3
OST 242	Medical Office Transcription II	2-2-3

C. Other Major Hours (3 SHC)
OST 149	Medical Legal Issues	3-0-3

Total Semester Hours Credit Required: 18

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
I. General Education Academic Core (15 SHC)   C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	OR	
MAT 143	Quantitative Literacy	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
	*Communications Elective	3-0-3

II. Major Hours

A. Technical Core (15 SHC)
OST 134	Text Entry and Formatting	2-2-3
OST 137	Office Software Applications	2-2-3
OST 164	Office Editing	3-0-3
OST 184	Records Management	2-2-3
OST 289	Office Admin. Capstone	2-2-3

B. Required Subject Area (9 SHC)
OST 135	Advanced Text Entry and Format	2-2-3
OST 136	Word Processing	2-2-3
OST 138	Advanced Software Application	2-2-3

C. Other Major Hours (25 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 181	Office Procedures	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

III. 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

*Communication Elective
ENG 112	Writing/Research in the Disc	3-0-3
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 231	Public Speaking	3-0-3

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

I. General Education Academic Core (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	*Communications course	3-0-3

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

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

B. Required Subject Area (8 SHC)

OST 131	Keyboarding	1-2-2
OST 136	Word Processing	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3

C. Other Major Hours (9 SHC)

CIS 110	Introduction to Computers	2-2-3
CTS 130	Spreadsheet	2-2-3
OST 286	Professional Development	3-0-3

III. 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

*Communications Elective (Choose 3 SHC):

ENG 112	Writing/Research in the Disc	3-0-3
ENG 113	Literature-Based Research	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

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

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

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

OST 164	Office Editing	3-0-3
CIS 110	Introduction to Computers	2-2-3
OST 134	Text Entry and Formatting	2-2-3

B. Required Subject Area (6 SHC)

OST 136	Word Processing	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3

C. Other Major Hours (2 SHC)

OST 131	Keyboarding	1-2-2

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

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

OST 164	Office Editing	3-0-3
CIS 110	Introduction to Computers	2-2-3

B. Required Subject Area (8 SHC)

OST 131	Keyboarding	1-2-2
OST 134	Text Entry & Formatting	3-0-3
OST 136	Word Processing	2-2-3

C. Other Major Hours (3 SHC)

OST 286	Professional Development	3-0-3

Total Semester Hours Credit Required: 17

THE STATON FAMILY DEPARTMENEN OF PARALEGAL STUDIES

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 Main 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
MAT 110	Mathematical Measurement and Literacy	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	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

B. 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

Total Semester Hours Credit Required for Graduation: 75

*Communications Electives—(Choose 3 SHC)

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

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 Main Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours (45 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.

I. General Education Academic Core (15 SHC)

ENG 111	Writing and Inquiry	3-0-3
MAT 143	Quantitative Literacy	2-2-3
	*Communication Elective	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 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 (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 Elective	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

Total Semester Credit Hours: 70

***Communications Electives (Choose 3 SHC)**

ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 231	Public Speaking	3-0-3

****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

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	3

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

Total Semester Credit Hours: 46

***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

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 (0 SHC)   C-L-SHC

II. Major Hours (15 SHC)
A. Technical Core (3 SHC)
CTI 110	Web, Pgm, & DB Foundation	2-2-3

B. Program Major (3 SHC)
CIS 115	Introduction of Programming and Logic	2-3-3

C. Other Major Hours (9 SHC)
DBA 110	Database Concepts	2-3-3
DBA 120	Database Programming I	2-2-3
	*Programming Elective	3

Total Semester Credit Hours: 15

*Programming Elective (Choose 3 SHC)
CSC 134	C++ Programming	2-3-3
CSC 130	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

Total Semester Credit Hours: 15

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)   C-L-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 (0 SHC)		C-L-SHC

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: Lee Main Campus Day and selected evening courses.

Course Requirements for Information Technology Degree – Network Track

I. General Education Academic Core (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
MAT 143	Quantitative Literacy	2-2-3
	*Communication Elective	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 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	2-2-3
	**Technical 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

Total Semester Credit Hours: 70

*Communication Elective (Choose 3 SHC)

ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional research and Reporting	3-0-3
COM 231	Public Speaking	3-0-3

**Technical Electives (Choose 3 SHC)

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

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: Lee Main Campus, Day and selected evening courses.

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: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Operating System Certificate

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

II. Major Hours (12 SHC)
A. Technical Core (0 SHC)

B. Program Major (0 SHC)

C. Other Major Hours (12 SHC)

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

Total Semester Hours Credit: 12

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: Lee Main Campus- Day and selected evening courses.

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

II. Major Hours (12 SHC)
A. Technical Core (0 SHC)

B. Program Major (6 SHC)

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

C. Other Major Hours (6 SHC)

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

Total Semester Credit Hours: 12

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: Lee Main Campus- Day and selected evening courses.

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

II. Major Hours (15 SHC)
A. Technical Core (0 SHC)

B. Program Major (6 SHC)

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

C. Other Major Hours (9 SHC)

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

Total Semester Credit Hours: 15

Credential: Certificate in Voice Over IP C25590IP

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: Lee Main Campus- Day and selected evening courses.

Course Requirements for Voice Over IP Certificate:
I. General Education Academic Core (0 SHC)   C-L-SHC

II. Major Hours (15 SHC)
A. Technical Core (0 SHC)

B. Program Major (6 SHC)

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

C. Other Major Hours (9 SHC)

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

Total Semester Credit Hours: 15

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 Paralegal Technology Degree

I. General Education Academic Core (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Math Measurement & Literacy	2-2-3
	*Communication Elective	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3

II. Major Hours (53 SHC)
A. Technical Core (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

B. Other Major Hours (40 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