Business Technologies

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 Main Campus - Day Program Selected Evening Courses; Harnett Main Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Degree—General Business Administration and Human Resource Management Tracks

1. General Education Requirements (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 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics, Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. 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

3. Concentration Requirements (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

4. Other Major Requirements (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

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

ACA 122	College Transfer Success	0-2-1

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	1-3-2
ACC 150	Accounting Software Applications	1-3-2
BAS 120	Intro to Analytics	2-3-3
BAS 121	Data Visualization	2-3-3
BAS 150	Intro to Analytical Program	2-3-3
BAS 220	Appl. Analytical Program	2-3-3
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
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
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3
BUS 260	Business Communication	3-0-3
HMT 110	Intro to Healthcare Mgmt	3-0-3

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

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

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 Main Campus – Day and Evening; Harnett Main Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Diploma—General Business Administration Track

1 General Education Requirements (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
MAT 143	Quantitative Literacy	2-2-3

2. 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

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

3. Concentration Requirements (3 SHC)

BUS 125	Personal Finance	3-0-3

4. Other Major Requirements (4 SHC)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC-122	Prin of Financial Acct II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Appl	1-3-2
BUS 116	Business Law II	3-0-3
BUS 255	Org 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
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin 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

5. Other Requirements (1 SHC)
Choose one course:

ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 36

Business Administration
Credential: Business Intelligence Certificate C25120BI

This certificate program is designed to prepare students for applying data driven solutions to business strategies. 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: Distance Education

Course requirements for Business Intelligence Certificate:

1. Major Requirements

BAS 120	Intro to Analytics	2-3-3
BAS 150	Intro to Analytical Program	3-0-3
CTS 130	Intro to Spreadsheets	3-0-3

2. Other Major Hours

BAS 121	Data Visualization	2-3-3
BAS 220	Applied Analytical Program	2-3-3

3. Other Major Hours

BUS 228	Business Statistics	2-2-3

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Manager Trainee Certificate C25120M0

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 Main Campus – Day and Evening; Harnett Main Campus – Day; Distance Education

Course Requirements for the Manager Trainee Certificate:

		C-L-SHC
1. Major Requirements (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
2. Concentration Requirements (3 SHC)		
BUS 153	Human Resource Management	3-0-3
3. Other Major Requirements (6 SHC)		
BUS 151	People Skills	3-0-3
MKT 223	Customer Service	3-0-3

Total Semester Hours Credit Required for Graduation: 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

		C-L-SHC
1. Major Requirements (13 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
MKT 120	Principles of Marketing	3-0-3
2. Other Major Requirements (4 SHC)		
BUS 280	REAL Small Business	4-0-4

Total Semester Hours Credit Required for Graduation: 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 Main Campus – Day and Evening; Distance Education

Course Requirements for the Retail Management Certificate Trainee Certificate:

		C-L-SHC
1. Major Requirements (7 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
2. Other Major Requirements (11 SHC)		
BUS 153	Human Resource Management	3-0-3
MKT 223	Customer Service	3-0-3
WBL 111	Work-Based Learning I	0-10-1
ACC 121	Principles of Managerial Accounting	3-2-4

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Social Media Marketing Certificate
C25120SO

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

	C-L-SHC
1. Major Requirements (3 SHC)	
MKT 120 Principles of Marketing	3-0-3

2. Other Major Requirements (13 SHC)	
BUS 110 Introduction to Business	3-0-3
MKT 220 Advertising & Sales Promotion	3-0-3
WEB 214 Social Media	2-2-3
MKT 232 Intermediate Social Media Marketing	3-2-4

Total Semester Hours Credit Required for Graduation: 16

Business Administration
Credential: - Associate in Applied Science (Human Resource Management Track) A25120HR

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 Main Campus - Day Program Selected Evening Courses; Harnett Main Campus – Selected Daytime Courses; Distance Education (Harnett campus not listed on Program Guide)

Course Requirements for Business Administration Degree—Human Resource Management Tracks

1. General Education Requirements (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 114 Professional Research and Reporting	3-0-3
ENG 115 Oral Communication	3-0-3
ENG 116 Technical Report Writing	3-0-3
COM 110 Introduction to Communication	3-0-3
COM 120 Intro Interpersonal Com	3-0-3
COM 231 Public Speaking	3-0-3
Mathematics; Take one course:	
MAT 110 Math Measurement & Literacy	2-2-3
MAT 143 Quantitative Literacy	2-2-3

2. 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:	
ECO 151 Survey of Economics	3-0-3
ECO 251 Principles of Microeconomics	3-0-3
ECO 252 Principles of Macroeconomics	3-0-3

3. Concentration Requirements (12 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

4. Other Major Requirements (17 SHC)	
BUS 153 Human Resource Management	3-0-3
BUS 252 Labor Relations	3-0-3
BUS 259 HRM Applications	3-0-3
BUS 261 Diversity in Management	3-0-3
WBL 111 Work-Based Learning I	0-10-1
Technical Elective; Take 4 SHC:	
ACC 121 Principles of Managerial Accounting	3-2-4
ACC 122 Principles of Financial Accounting II	3-0-3
ACC 129 Individual Income Taxes	2-2-3
ACC 130 Business Income Taxes	2-2-3
ACC 140 Payroll Accounting	1-3-2
ACC 150 Accounting Software Applications	1-3-2
BAS 120 Intro to Analytics	2-3-3
BAS 121 Data Visualization	2-3-3
BAS 150 Intro to Analytical Program	2-3-3
BAS 220 Appl. Analytical Program	2-3-3
BUS 116 Business Law II	3-0-3
BUS 151 People Skills	3-0-3
BUS 225 Business Finance	2-2-3
BUS 228 Business Statistics	2-2-3
BUS 240 Business Ethics	3-0-3

BUS 255	Organizational Behavior in Business	3-0-3
BUS 260	Business Communication	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
CTS 130	Spreadsheet	2-2-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
HMT 110	Intro to Healthcare Mgmt	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

5. Other Requirements (1 SHC)
Choose one course:
| ACA 122 | College Transfer Success | 0-2-1 |

Total Semester Hours Credit Required for Graduation: 67

Business Administration
Credential: Diploma in Business Administration (Human Resource Management Track)
D25120HR

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

Course Requirements for Business Administration Diploma—(Human Resources Track)

1. General Education Requirements (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 |
| MAT 143 | Quantitative Literacy | 2-2-3 |

2. 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:
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

3. Concentration Requirements (12 SHC)
BUS 217	Employment Law and Regulations	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 234	Training and Development	3-0-3

| BUS 258 | Compensation and Benefits | 3-0-3 |

4. Other Major Requirements (3 SHC)
| BUS 153 | Human Resource Management | 3-0-3 |

5. Other Requirements (1 SHC)
Choose one course:
| ACA 122 | College Transfer Success | 0-2-1 |

Total Semester Hours Credit Required for Graduation: 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
C-L-SHC
1. Major Requirements (SHC)
| BUS 137 | Principles of Management | 3-0-3 |

2. Concentration Requirements (12 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

3. Other Major Requirements (3 SCH)
Take one:
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 for Graduation: 18

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

Course Requirements for Healthcare Management Technology

1. General Education Requirements (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 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

Mathematics; Take one course:
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (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

3. Concentration Requirements (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

4. Other Major Requirements (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

5. Other Requirements (1 SHC)
Choose one course:
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Required for Graduation: 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 Main Campus – Day Program; Harnett Main Campus – Day Program; Selected Distance Courses

Course Requirements for Medical Office Administration
1. General Education Requirements (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 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

Mathematics; Take one course:

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

2. Major Requirements (24 SHC)

OST 136	Word Processing	2-2-3
OST 137	Office Application I	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 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

3. Concentration Requirements (12 SHC)

OST 184	Records Management	2-2-3
OST 243	Medical Office Simulation	2-2-3
OST 247	Procedural Coding	2-2-3
OST 248	Diagnostic Coding	2-2-3

4. Other Major Requirements (16 SHC)

| CTS 130 | Spreadsheet | 2-2-3 |
| WBL 111 | Work-based Learning I | 0-10-1 |

Accounting – Take one course:

| ACC 115 | College Accounting | 3-2-4 |
| ACC 120 | Prin of Financial Accounting | 3-2-4 |

Elective - Take one group:

Group 1:

| BIO 163 | Basic Anatomy and Physiology | 4-2-5 |

Group 2:

| BIO 168 | Anatomy and Physiology I | 3-3-4 |
| BIO 169 | Anatomy and Physiology II | 3-3-4 |

5. Other Requirements (1 SHC)

Student Success – Select One

| ACA 122 | College Transfer Success | 0-2-1 |

Total Semester Hours Required for Graduation: 68

Medical Office Administration
Credential: Associate in Applied Science Diploma in Medical Office Administration
D25310

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: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration

Program Sites: Lee Main Campus – Day Program; Harnett Main Campus – Day Program; Selected Distance Courses

Course Requirements for Medical Office Administration

1. General Education Requirements (6 SHC) C-L-SHC

| ENG 111 | Writing and Inquiry | 3-0-3 |

Communications, take one course:

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

2. Major Requirements (35 SHC)

OST 136	Word Processing	2-2-3
OST 137	Office Application I	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 Coding Billing and Insurance.	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Office Editing	3-0-3
OST 184	Records Management	2-2-3
OST 243	Med Office Simulation	2-2-3
OST 247	Procedural Coding	2-2-3

Take one group:

Group 1:

| BIO 163 | Basic Anatomy and Physiology | 4-2-5 |

Group 2:

| BIO 168 | Anatomy and Physiology I | 3-3-4 |
| BIO 169 | Anatomy and Physiology II | 3-3-4 |

3. Other Major Requirements (3 SHC)

| OST 248 | Diagnostic Coding | 2-2-3 |

Total Semester Hours Required for Graduation: 44

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 Main Campus – Day Program; Harnett Main Campus – Day Program; Distance Education

Course Requirements for Medical Office Insurance Coding Certificate

1. Major Requirements (15 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 148	Medical Coding Billing and Insurance	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 247	Procedural Coding	2-2-3

2. Other Major Requirements (3 SHC)

OST 248	Diagnostic Coding	2-2-3

Total Semester Hours Credit Required for Graduation: 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 Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Medical Transcription Certificate

1. Major Requirements (12 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	Office Editing	3-0-3

2. Other Major Requirements (6 SHC)

OST 241	Medical Office Transcription I	2-2-3
OST 242	Medical Office Transcription II	2-2-3

Total Semester Hours Credit Required for Graduation: 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 Main Campus – Day Program; Harnett Main Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree

1. General Education Requirements (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 Disc	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
Mathematics, Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (15 SHC)

BUS 110	Intro to Business	3-0-3
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

3. Concentration Requirements (9 SHC)

OST 136	Word Processing	2-2-3
OST 138	Advanced Software Application	2-2-3

4. Other Major Requirements (25 SHC)

ACC 150	Acct Software Appl	1-3-2
BUS 115	Business Law	3-0-3
BUS 125	Personal Finance	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 260	Business Communications	3-0-3
MKT 120	Principles of Marketing	3-0-3
CTS 130	Spreadsheet	2-2-3

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

ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 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: 4 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 Main Campus – Day Program; Harnett Main Campus - Day Program

Course Requirements for Office Administration Diploma
1. General Education Requirements (6 SHC) C-L-SHC

ENG 111	Writing and Inquiry	3-0-3

Communications, Take one course:

ENG 112	Writing/Research in the Disc	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

2. Major Requirements (15 SHC)

OST 136	Word Processing	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

3. Concentration Requirements (7 SHC)

BUS 125	Personal Finance	3-0-3
ACC 120	Prin. of Financial Accounting	2-3-4

4. Other Major Requirements (10 SHC)

BUS 110	Intro to Business	3-0-3
BUS 260	Business Communications	3-0-3
CTS 130	Spreadsheet	2-2-3

Student Success – Select One

ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 38

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 Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Information and Word Processing Certificate

1. Major Requirements (6 SHC) C-L-SHC

| OST 136 | Word Processing | 2-2-3 |
| OST 164 | Office Editing | 3-0-3 |

2. Other Major Requirements (11 SHC)

CTS 130	Spreadsheets	2-2-3
OST 137	Office Software App I	2-2-3
OST 184	Records Mgt.	2-2-3
OST 289	Office Admin Capstone	2-2-3

Total Semester Hours Credit Required for Graduation: 18

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 Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Receptionist Certificate

1. Major Requirements (6 SHC)   **C-L-SHC**

| OST 136 | Word Processing | 2-2-3 |
| OST 164 | Office Editing | 3-0-3 |

2. Other Major Requirements (11 SHC)

BUS 260	Business Communications	3-0-3
BUS 110	Intro to Business	3-0-3
OST 137	Office Software App I	2-2-3
OST 184	Records Mgt.	2-2-3

Total Semester Hours Credit Required for Graduation: 18

Paralegal Technology
Credential: Associate in Applied Science 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

1. General Education Requirements (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; Take one course:		
COM 110	Introduction to Communication	3-0-3
COM 120	Intro. to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
ENG 115	Oral Communication	3-0-3

2. Major Requirements (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

3. Other Major Requirements (28 SHC)

ACC 115	College Accounting	3-2-4
CIS 110	Introduction to Computers	2-2-3
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 180	Case Analysis and Reasoning	1-2-2
LEX 211	Real Property II	1-4-3
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
WBL 111	Work Based learning I	0-10-1

4. Other Requirements (1 SHC)
Take one course:
ACA 122   College Transfer Success   1-0-1

Total Semester Hours Credit Required for Graduation: 70

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
                                                  C-L-SHC
1. Major Requirements (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

2. Other Major Requirements (19 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 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: 42

Paralegal Technology
Credential: Paralegal Technology Certificate
C25380
Program Length: 2 Semesters
Program Sites: Lee Main Campus – Day; Distance Education

Course requirements for Paralegal Technology Certificate:
                                                  C-L-SHC
1. Major Requirements (8 SHC)
LEX 110   Intro to Paralegal Study   2-0-2
LEX 130   Civil Injuries   3-0-3
LEX 240   Family Law   3-0-3

2. Other Major Requirements (5 SHC)
LEX 160   Criminal Law & Procedure   2-2-3
LEX 280   Ethics & Professionalism   2-0-2

Total Semester Hours Credit Required for Graduation: 13

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.

Program Length: 5 semesters
Program Sites: Lee Main Campus – Day Program; Limited Evening Courses Available

Course requirements for Information Technology-General Track, Associate in Applied Science Degree:

1. General Education Requirements (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
Mathematics – take one:
MAT 143   Quantitative Literacy   2-2-3
MAT 171   Precalculus Algebra   3-2-4
Communications, Take one course:
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

2. Major Requirements (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

3. Concentration Requirements (6 SHC)

CIS 115	Introduction to Programming & Logic	2-3-3
CTS 285	Systems Analysis & Design	3-0-3

4. Other Major Requirements (36 SHC)

NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
WEB 115	Web Markup and Scripting	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; Take 6 SHC from one group:
Group 1:

CIS 110	Introduction to Computers	2-2-3
CSC 118	Swift Programming I	2-3-3
CSC 121	Python Programming	2-3-3
CSC 134	C++ Programming	2-3-3
CSC 139	Visual BASIC Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CSC 218	Swift Programming II	2-3-3
CTI 140	Virtualization Concepts	1-4-3

Group 2:

CIS 110	Introduction to Computers	2-2-3
CSC 121	Python Programming	2-2-3
DBA 110	Database Concepts	2-3-3
CTI 140	Virtualization Concepts	1-4-3

5. Other Requirements (1 SHC)
Take one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours Required to Graduate: 70

Information Technology
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 Main Campus - Day Program

Course Requirements for Information Technology Diploma

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing & Inquiry	3-0-3

Mathematics – take one:

MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4

2. Major Requirements (18 SHC)

CIS 115	Introduction to Programming & Logic	2-3-3
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
CTS 285	Systems Analysis & Design	3-0-3

3. Other Major Requirements (21 SHC)

CTS 220	Advanced Hard/Software Support	2-3-3
DBA 110	Database Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3
SEC 110	Security Concepts	2-2-3
WEB 115	Web Markup and Scripting	2-2-3

Program Elective, Take one course:

CSC 121	Python Programming	2-3-3
CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

4. Other Requirements (1 SHC)
Choose one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours: 46

Information Technology
Credential: Swift Programming Certificate
C25590AP

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 mobile app programming

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: 2-4 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 Information Technology-Swift Programming

Program sites: Lee County High School

Course requirements for Swift Programming Certificate

1. Requirements:

CSC 118	Swift Programming I	2-3-3
CSC 218	Swift Programming II	2-3-3
CTI 110	Web, Programming, & Database Found.	2-2-3
WEB 151	Mobile Application Dev. I	2-2-3

Semester Hours Credit required for graduation: 12

Information Technology
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: 3 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 Main Campus - Day Program

Course requirements for Database Programming Certificate

1. Major Requirements (6 SHC)		C-L-SHC
CIS 115	Introduction of Programming and Logic	2-3-3

CTI 110	Web, Pgm, & DB Foundation	2-2-3

2. Other Major Requirements (9 SHC)

DBA 110	Database Concepts	2-3-3
DBA 120	Database Programming I	2-2-3
Programming Elective, Take one course:		
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 Required for Graduation: 15

Information Technology
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 Main Campus - Day and Evening Programs

Course Requirements for Internet and Computing Core IC3 Certificate

1. Major Requirements (9 SHC)		C-L-SHC
CTS 120	Hardware/Software Support	2-3-3
CTI 120	Network and SEC Foundation	2-2-3
NOS 130	Windows Single User	2-2-3

2. Other Major Requirements (3 SHC)

CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit required for graduation: 12

Information Technology
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 Main Campus – Day and Evening Programs

Course Requirements for Hardware/Troubleshooting Certificate

1. Major Requirements (9 SHC)		C-L-SHC
CTS 120	Hardware/Software Support	2-3-3
CTI 120	Network & SEC Foundation	2-2-3
NOS 130	Windows Single User	2-2-3

2. Other Major Requirements (3 SHC)		
CTS 220	Advanced Hard/Software Support	2-3-3

Total Semester Hours Credit required for graduation: 12

Information Technology
Credential: Programming Certificate
C25590PR

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 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: Information Technology Associate in Applied Science
Program sites: Lee Main Campus, Day (some Evening availability)

Course requirements for Programming Certificate

1. Requirements:		
CSC 134	C++ Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CTI 110	Web, Programming, & Database Found.	2-2-3
CIS 115	Introduction of Programming and Logic	2-3-3

Semester Hours Credit required for graduation: 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

1. General Education Requirements (15 SHC)   **C-L-SHC**

ENG 111	Writing and Inquiry	3-0-3
Mathematics – take one:		
MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
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

2. Major Requirements (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

3. Concentration Requirements (6 SHC)

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

4. Other Major Requirements (36 SHC)

NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
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
SEC 175	Perimeter Defense	1-4-3
Technical Elective, Take two courses:		
CIS 110	Introduction to Computers	2-2-3
CSC 121	Python Programming	2-3-3
CTI 140	Virtualization Concepts	1-4-3
DBA 110	Database Concepts	2-3-3

5. Other Required Hours (1 SHC)

Choose one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 70

Information Technology-Network Management 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

1. General Education Requirements (6 SHC)   **C-L-SHC**

ENG 111	Writing and Inquiry	3-0-3
Mathematics – Take one course:		
MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4

2. Major Requirements (18 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
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

3. Other Major Requirements (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

4. Other Requirements (1 SHC)

Take one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours Required for Graduation: 46

Information Technology-Network Management 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 (Evening), 4 Semesters (Day)
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

1. Major Requirements (6 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

2. Other Major Requirements (6 SHC)		
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3

Total Semester Credit Hours Required for Graduation: 12

Information Technology-Network Management 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

1. Major Requirements (6 SHC)		C-L-SHC
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3

2. Other Major Requirements (6 SHC)		
NOS 220	Linux/UNIX Administration I	2-2-3
NOS 230	Windows Admin I	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Information Technology- Network Management 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 (Evening), 4 semesters (Day)
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

1. Major Requirements (9 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
CTI 120	Network & SEC Foundation	2-2-3

2. Other Major Requirements (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 Required for Graduation: 18