

Alternative Energy Technology Credential: Certificate in Biofuels Production C20130

This curriculum is designed to equip students with the skills needed to attain a technical position in the biofuels industry. Students learn the fundamentals of biofuels as well as laboratory and mechanical skills needed to conduct quality control testing and diagnose biofuels related problems. Upon completion of the program students will be employable in a variety of biofuels markets, including fuel production, analysis, marketing, and distribution. In addition, students will have an opportunity to create a business plan around any aspect of the biofuels industry.

Program Length: 3 Semesters

Career Pathway Options: Associate in Applied Science in Biofuels Technology

Program Sites: Pittsboro Campus – Day Program

Course Requirements for Biofuels Technician Degree

Required Major Core Classes (16 SHC)

ALT 110	Biofuels I	3-0-3
ALT 210	Biofuels II	3-2-4
ALT 211	Biofuels Analytics	2-4-4
BPM 110	Bioprocessing Practices	3-4-5
		11-10-16

Total Required Credit Hours for Graduation: 16

Business Technologies

Accounting Credential: Associate in Applied Science Degree in Accounting A25100

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

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

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

Program Length: 4 semesters

Career Pathway Options: Associate in Applied Science Degree in Accounting

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

Course Requirements for Accounting Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (23/24 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

Select One (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

* Students may substitute MAT 115 (nontransferable)

**Students may substitute CIS 111 (nontransferable)

C. Other Major Hours Required for Graduation (29 SHC)

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

Major Elective Course Listing (Select a minimum of 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

Total Semester Hours Credit Required for Graduation:
68/69

Semester Curriculum for Accounting Degree

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 125	Personal Finance	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Major Elective	3-0-3
	Economics Elective	3-0-3
		18-4-20

2nd Semester (Spring)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
*CIS 110	Introduction to Computers	2-2-3
**MAT 140	Survey of Mathematics	3-0-3
		13-8-17

Students may exit with diploma.

3rd Semester (Fall)

ACC 129	Individual Income Taxes	2-2-3
ACC 220	Intermediate Accounting I	3-2-4
BUS 115	Business Law I	3-0-3
BUS 225	Business Finance	2-2-3
	Social/Behavioral Science Elective	3-0-3
		13-6-16

4th Semester (Spring)

ACC 130	Business Income Taxes	2-2-3
ACC 221	Intermediate Accounting II	3-2-4
ACC 227	Practices in Accounting	3-0-3
ENG 114	Professional Research & Reporting	3-0-3
	Humanities Elective	3-0-3
		14-4-16

Total Semester Hours Credit: 68/69

*Students may substitute CIS 111 (nontransferable)

**Students may substitute MAT 115 (nontransferable)

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

Course Requirements for Accounting Diploma

A. General Education (7 SHC)	C-L-SHC
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
*MAT 140 Survey of Mathematics	3-0-3

B. Required Major Core Courses (13/14 SHC)

ACC 120 Principles of Financial Accounting	3-2-4
ACC 121 Principles of Managerial Accounting	3-2-4
**CIS 110 Introduction to Computers	2-2-3

Select One (3 SHC)

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

C. Other Major Hours Required for Graduation (16 SHC)

ACC 122 Principles of Financial Accounting II	3-0-3
ACC 140 Payroll Accounting	1-2-2
ACC 150 Accounting Software Applications	1-2-2
BUS 110 Introduction to Business	3-0-3
BUS 125 Personal Finance	3-0-3
Major Elective	3

Major Elective Course Listing (Select a minimum of 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

Total Semester Hours Credit Required for Graduation:
36/37

Semester Day Sequence for Accounting Diploma

1st Semester (Fall)		
ACC 120 Principles of Financial Accounting		3-2-4
BUS 110 Introduction to Business		3-0-3
BUS 125 Personal Finance		3-0-3
ENG 111 Expository Writing		3-0-3
ENG 111A Expository Writing Lab		0-2-1
Major Elective		3-0-3
Economics Elective		3-0-3
		18-4-20
2nd Semester (Spring)		
ACC 121 Principles of Managerial Accounting		3-2-4
ACC 122 Principles of Financial Accounting		3-0-3
ACC 140 Payroll Accounting		1-2-2
ACC 150 Accounting Software Appl		1-2-2
*CIS 110 Introduction to Computers		2-2-3
**MAT 140 Survey of Mathematics		3-0-3
		13-8-17

Total Semester Hours Credit: 36/37

Accounting Credential: Income Tax Preparer Certificate C25100T0

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

Program Length: 2 semesters

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

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

Course Requirements for Income Tax Preparer Certificate

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

Total Semester Hours Credit Required for Graduation: 16

Semester Curriculum for Income Tax Preparer Certificate

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
BUS 125	Personal Finance	3-0-3
		8-4-10
2nd Semester (Spring)		
ACC 122	Financial Accounting II	3-0-3
ACC 130	Business Income Taxes	2-2-3
		5-2-6

Total Semester Hours Credit: 16

Accounting Credential: Payroll Accounting Certificate C25100P0

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

Program Length: 2 semesters

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

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

Course Requirements for Payroll Accounting Clerk Certificate

Required Major Core Courses (16/17 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 125	Personal Finance	3-0-3
*CIS 110	Introduction to Computers	2-2-3

* Students may substitute CIS 111 (nontransferable)

Total Semester Hours Credit Required for Graduation: 16/17

Semester Curriculum for Payroll Accounting Clerk Certificate

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 125	Personal Finance	3-0-3
*CIS 110	Introduction to Computers	2-2-3
		7/8-4-9/10
2nd Semester (Spring)		
ACC 129	Individual Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
		4-6-7

*Students may substitute CIS 111 (nontransferable)

Total Semester Hours Credit: 16/17

Accounting Credential: Small Business Financial Advisor I Certificate C25100S1

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

Entrance Standards: See General Admission Standards in catalog

Academic Standards: See General Academic Standards in catalog

Program Length: 2 semesters

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

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

Course Requirements for Small Business Financial Advisor I Certificate

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

Minimum Total Semester Hours Credit Required for Graduation: 18

Semester Curriculum for Small Business Financial Advisor I Certificate

C-L-SHC		
1st Semester (Fall)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 125	Personal Finance	3-0-3
MKT 120	Principles of Marketing	3-0-3
9-2-10		
2nd Semester (Spring)		
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
5-6-8		
Total Semester Hours Credit: 18		

Accounting Credential: Small Business Financial Advisor II Certificate C25100S2

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

Entrance Standards: See General Admission Standards in catalog

NOTE: Completion of Small Business Financial Advisor I Certificate program or equivalent coursework is required prior to beginning this certificate program.

Academic Standards: See General Academic Standards in catalog

Program Length: 2 semesters

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

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

Course Requirements for Small Business Financial Advisor II Certificate

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

Minimum Total Semester Hours Credit Required for Graduation: 16

Semester Curriculum for Small Business Financial Advisor II Certificate

C-L-SHC		
1st Semester (Fall)		
ACC 129	Individual Income Taxes	2-2-3
BUS 137	Principles of Management	3-0-3
BUS 225	Business Finance	2-2-3
7-4-9		
2nd Semester (Spring)		
ACC 130	Business Income Taxes	2-2-3
BUS 280	REAL Small Business	4-0-4
6-2-7		
Total Semester Hours Credit: 16		

Business Administration

Credential: - Associate in Applied Science

Degree in Business Administration

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: 4 semesters

Career Pathway Options: Associate in Applied Science

Degree in Business Administration

Program Sites: Lee Campus - Day Program Selected

Evening Courses; Harnett Campus – Day Program; Distance Education

Course Requirements for Business Administration Degree

A. General Education Courses (16 SHC) C-L-SHC

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (18/19 SHC)

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

Choose One (3 SHC)

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

C. Other Major Hours Required (35 SHC)

ACC 121	Principles of Managerial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
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
BUS 255	Organizational Behavior in Business	3-0-3
BUS 260	Business Communication	3-0-3
BUS 285	Business Management Issues	2-2-3
COE 111	Co-op Work Experience I	0-10-1
MKT 223	Customer Service	3-0-3
Major Electives		3

Major Elective Course Listing (Select a minimum of 3 SHC hours)

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	1-2-2
BUS 151	People Skills	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	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
SPA 111	Elementary Spanish I	3-0-3

Total Semester Hours Credit Required for Graduation:
69/70

Semester Curriculum for Business Administration Degree

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 125	Personal Finance	3-0-3
	Economics Elective	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		15-4-17

2nd Semester (Spring)		
ACC 121	Principles of Managerial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
**CIS 110	Introduction to Computers	2-2-3
ENG 114	Professional Research and Reporting	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
MKT 120	Principles of Marketing	3-0-3
		16/17-4-18/19

3rd Semester (Fall)		
BUS 115	Business Law I	3-0-3
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Major Electives	3-0-3
		17-2-18

4th Semester (Spring)		
BUS 153	Human Resource Management	3-0-3

BUS 260	Business Communication	3-0-3
BUS 285	Business Management Issues	2-2-3
COE 111	Co-op Work Experience I	0-10-1
MKT 223	Customer Service	3-0-3
	Social/Behavioral Science Elective	3-0-3

14-12-16

*Students may substitute MAT 115 (nontransferable).

**Student may substitute CIS 111 (nontransferable).

Total Semester Hours Credit: 69/70

Business Administration**Credential: - Diploma in Business Management
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: 5 semesters

Career Pathway Options: Associate in Applied Science
Degree in Business AdministrationProgram Sites: Lee Campus – Day and Evening; Harnett
Campus – Day; Distance Education**Course Requirements for Business Management Diploma**

A. General Education Courses (7 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (15/16 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
*CIS 110	Introduction to Computers	2-2-3

Choose One (3 SHC)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

C. Other Major Hours Required (16 SHC)		
ACC 121	Principles of Managerial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 125	Personal Finance	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
	Major Electives	3

Major Elective Course Listing (Select a minimum of 3 SHC hours)

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 140	Payroll Accounting	1-2-2
BUS 151	People Skills	3-0-3
BUS 280	REAL Small Business	4-0-4
INT 110	International Business	3-0-3

Total Semester Hours Credit Required for Graduation:
38/39

Semester Curriculum for Business Management Diploma

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 125	Personal Finance	3-0-3
BUS 137	Principles of Management	3-0-3
		9-2-10
2nd Semester (Spring)		
ACC 121	Principles of Managerial Accounting	3-2-4
*CIS 110	Introduction to Computers	2-2-3
	Economics Elective	3-0-3
		8-4-10
3rd Semester (Summer)		
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		3-2-4
4th Semester (Fall)		
BUS 110	Introduction to Business	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
	Social/Behavioral Science Elective	3-0-3
		9-0-9
5th Semester (Spring)		
BUS 115	Business Law I	3-0-3
	Major Elective	3-0-3
		6-0-6
Total Semester Hours Credit: 38/39		

*Students may substitute CIS 111 (nontransferable).

Business Administration

Credential: Manager Trainee Certificate C25120MO

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

Entrance Requirement: General Admissions Standards in catalog

Academic Standards: See General Academic Standards in catalog. (No Placement testing is required for this certificate program.)

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science
Degree in Business Administration

Program Sites: Lee Campus – Day and Evening; Harnett
Campus – Day; Distance Education

Course Requirements for the Manager

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

Total Semester Hours Credit Required for Graduation:
17/18

1st Semester (Fall)		C-L-SHC
BUS 110	Introduction to Business	3-0-3
BUS 137	Principles of Management	3-0-3
MKT 223	Customer Service	3-0-3
		9-0-9
2nd Semester (Spring)		
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
		7/8-2-8/9

*Student may substitute CIS 111 (nontransferable).

Total Semester Hours Credit: 17/18

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

Required Major Core Courses (16/17 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 280	REAL Small Business	4-0-4
*CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Semester Curriculum for Entrepreneur Certificate

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 280	REAL Small Business	4-0-4
		10-2-11

2nd Semester (Spring)		
*CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3
		4/5-2-5/6

*Student may substitute CIS 111 (nontransferable) or OST 137 (nontransferable).

Total Semester Hours Credit: 16/17

Computer Information Technology

Credential: Associate in Applied Science

Degree in Computer Information Technology

A25260

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

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

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science in Computer Information Technology

Program Site: Lee Campus - Day Program

Course Requirements for Computer Information Technology

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

*Students may substitute MAT 115.

B. Required Major Core Courses (35/36 SHC)		
*CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
CTS 115	Information Systems Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3
CTS 285	Systems Analysis and Design	3-0-3
CTS 289	System Support Project	1-4-3
DBA 110	Database Concepts	2-3-3
**NET 110	Networking Concepts	2-2-3
NOS 110	Operating System Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3
SEC 110	Security Concepts	3-0-3

*May substitute CIS 111 (2 SHC) – Nontransferable

**May substitute NET 125 – Networking Basics

Other Required Hours (18 SHC)			SEC 110	Security Concepts	3-0-3
DBA 120	Database Programming I	2-2-3	DBA 120	Database Programming I	2-2-3
WEB 140	Web Development Tools	2-2-3		Technical Elective	3
	Technical Electives	9		Technical Elective	3
	Programming Elective	3			11-8-15

Technical Electives (Choose 9 SHC)		
CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CTS 130	Spreadsheet	2-2-3
CTS 220	Advanced Hard/Software Support	2-3-3
CTS 287	Emerging Technologies	3-0-3
NOS 120	Linux/UNIX Single User	2-2-3

Programming Elective (Choose 3 SHC)		
CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

Total Semester Credit Hours: 69/70

Semester Curriculum for CIT Classes		
1st Semester (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
CTS115	Information Systems Business Concepts	3-0-3
CIS 110	Introduction to Computers	2-2-3
WEB 140	Web Development Tools	2-2-3
NOS 110	Operating System Concepts	2-3-3
		12-9-16

2nd Semester (18 SHC)		
MAT 140	Survey of Mathematics	3-0-3
DBA 110	Database Concepts	2-3-3
CIS 115	Introduction to Programming and Logic	2-3-3
NOS 130	Windows Single User	2-2-3
NET 110	Networking Concepts	2-2-3
CTS 120	Hardware/Software Support	2-3-3
		13-13-18

3rd Semester (6 SHC)		
ENG 114 or Humanities/Fine Arts or Social/Behavioral		
Science Elective	3-0-3	
ENG 114 or Humanities/Fine Arts or Social/Behavioral		
Science Elective	3-0-3	
	6-0-6	

4th Semester (15 SHC)		
CTS 285	Systems Analysis and Design	3-0-3
NOS 230	Windows Administration I	2-2-3
Humanities/Fine Arts or Social/Behavioral		
Science Elective	3-0-3	
Programming Elective	3	
Technical Elective	3	

5 th Semester (15 SHC)		
CTS 289	System Support Project	1-4-3

Computer Information Technology/Healthcare Business Informatics

Credential: Associate in Applied Science

Degree in Computer Information Technology with an Emphasis in Healthcare Business Informatics A25260HBI

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

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

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

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science in Computer Information Technology

Program Site: Lee Campus - Day Program

Course Requirements for Computer Information Technology

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

*Students may substitute MAT 115.

B. Required Major Core Courses (35/36 SHC)

*CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
CTS 115	Information Systems Business Concepts	3-0-3

CTS 120	Hardware/Software Support	2-3-3
CTS 285	Systems Analysis and Design	3-0-3
CTS 289	System Support Project	1-4-3
DBA 110	Database Concepts	2-3-3
**NET 110	Networking Concepts	2-2-3
NOS 110	Operating System Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3
SEC 110	Security Concepts	3-0-3

*May substitute CIS 111 (2 SHC) – Nontransferable

**May substitute NET 125 – Networking Basics

Other Required Hours (18 SHC)

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

Total Semester Credit Hours: 69/70

Semester Sequence for CIT/HBI Classes

1st Semester (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
CTS 115	Information Systems Business Concepts	3-0-3
CIS 110	Introduction to Computers	2-2-3
HBI 110	Issues and Trends in HBI	3-0-3
NOS 110	Operating System Concepts	2-3-3
		12-9-16

2nd Semester (18 SHC)

MAT 140	Survey of Mathematics	3-0-3
DBA 110	Database Concepts	2-3-3
CIS 115	Introduction to Programming and Logic	2-3-3
NOS 130	Windows Single User	2-2-3
NET 110	Networking Concepts	2-2-3
CTS 120	Hardware/Software Support	2-3-3
		13-13-18

3rd Semester (6 SHC)

ENG 114 or Humanities/Fine Arts or Social/Behavioral Science Elective	3-0-3
ENG 114 or Humanities/Fine Arts or Social/Behavioral Science Elective	3-0-3
	6-0-6

4th Semester (15 SHC)

CTS 285	Systems Analysis and Design	3-0-3
NOS 230	Windows Administration I	2-2-3
OST 141	Medical Terminology I	3-0-3
OST 149	Medical Legal Issues	3-0-3
HBI 250	Data Management and Utilization	2-2-3
		13-4-15

5th Semester (15 SHC)

CTS 289	System Support Project	1-4-3
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SEC 110	Security Concepts	3-0-3
OST 142	Medical Terminology II	3-0-3
HBI 113	Survey of Medical Insurance	3-0-3
Humanities/Fine Arts or Social/Behavioral Science Elective		3-0-3
		13-4-15

Total Semester Credit Hours: 69/70

Computer Information Technology Credential: Diploma in Computer Information Technology D25260

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

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

Program Length: 3 semesters

Career Pathway Options: Specialized Tracks of Study include: Database Programming, Network Technologist, Software Specialist, and Web Development

Program Sites: Lee Campus - Day Program

Course Requirements for Computer Information Technology Diploma

General Education Courses (7 SHC)	C-L-SHC
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
MAT 140 Survey of Mathematics	3-0-3

B. Required Major Core Courses (30 SHC)

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

Total Semester Credit Hours: 37

*May substitute CIS 111 (2 SHC) – Nontransferable
**May substitute NET 125 – Networking Basics

Semester Curriculum for Computer Information Technology Diploma

1st Semester (13 SHC)	C-L-SHC
CTS115 Information Sys Business Concepts	3-0-3
CIS 110 Introduction to Computers	2-2-3
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
NOS 110 Operating System Concepts	2-3-3
	10-7-13

2nd Semester (18 SHC)	
CIS 115 Intro to Programming and Logic	2-3-3
CTS 120 Hardware/Software Support	2-3-3
DBA 110 Database Concepts	2-3-3
MAT 140 Survey of Mathematics	3-0-3
NET 110 Networking Concepts	1-4-3
NOS 130 Windows Single User	2-2-3
	12-15-18

3rd Semester (6 SHC)	
CTS 285 Systems Analysis and Design	3-0-3
NOS 230 Windows Administration I	2-2-3
	5-2-6

Total Semester Hours Credit: 37

Computer Information Technology Credential: Certificate in Database Programming C25260DP

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

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

Program Length: 2 semesters

Career Pathway Options: Associate in Computer Information Technology

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

Course Requirements for Database Programming Certificate

		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
	Programming Elective	2-3-3
DBA 110	Database Concepts	2-3-3
DBA 120	Database Programming I	2-2-3
Programming Elective (Choose 3 SHC)		
CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

Total Semester Hours Credit: 15

Computer Information Technology Credential: Software Specialist Certificate C25260SS

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

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

Program Length: 2 semesters

Career Pathway Options: Associate in Computer Information Technology

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

Course Requirements for Software Specialist Certificate

		C-L-SHC
*CIS 110	Introduction to Computers	2-2-3
CTS 130	Spreadsheet	2-2-3
DBA 110	Database Concepts	2-3-3
NOS 110	Operating System Concepts	2-3-3
(Select one)		
CSC 139	Visual Basic Programming	2-3-3
WEB 140	Web Development Tools	2-2-3

Total Semester Hours Credit: 15

*Students may substitute CIS 111 (nontransferable).

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

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

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

Entrance Standards: See General Admission Standards in catalog

Academic Standards: See General Academic Standards in catalog

Program Length: 2 semesters

Career Pathway Options: Associate in Computer Information Technology or Networking Technology

Program Sites: Lee Campus - Day and Evening Programs

Course Requirements for Software Specialist Certificate

		C-L-SHC
*CIS 110	Introduction to Computers	2-2-3
CTS 120	Hardware/Software Support	2-3-3
NET 110	Networking Concepts	2-2-3
NOS 110	Operating System Concepts	2-3-3

Total Semester Hours Credit: 12

*Students may substitute CIS 111 (nontransferable).

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

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

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

Program Length: 2 semesters

Career Pathway Options: Associate in Computer Information Technology or Networking Technology

Program Sites: Lee Campus – Day and Night Programs

Course Requirements for Hardware/Troubleshooting Certificate

Course No.	Course Name	C-L-SHC
*CIS 110	Introduction to Computers	2-2-3
CTS 120	Hardware/Software Support	2-3-3
CTS 220	Advanced Hard/Software Support	2-3-3
NET 110	Networking Concepts	2-2-3
NOS 110	Operating System Concepts	2-3-3

Total Semester Hours Credit 14/15

*Students may substitute CIS 111 (nontransferable).

Human Resources Management Concentration

Credential: Associate in Applied Science

Degree in Human Resources Management

A2512C

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training and management of human resources.

Coursework includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

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

Program Length: 8 semesters (Evening Program)
 Career Pathway Options: Associate in Applied Science
 Degree in Human Resources Management
 Program Sites: Lee Campus - Evening Program, Selected Day and Distance Courses

Course Requirements for Human Resources Management Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (33-34 SHC)		
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
MKT 120	Principles of Marketing	3-0-3

Choose one of the following courses in:

Accounting Elective		
ACC 115	College Accounting	3-2-4
ACC 120	Principles of Financial Accounting	3-2-4
**Computer Applications Elective		
CIS 110	Introduction to Computers	2-2-3
CIS 111	PC Literacy	1-2-2
Economics Elective		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

Concentration (15 SHC)

BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruiting, Selecting 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 Required (19 SHC)

BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 252	Labor Relations	3-0-3
BUS 261	Diversity in Management	3-0-3
COE 111	Co-op Work Experience I	0-10-1
ISC 121	Environmental Health and Safety	3-0-3
	Major Electives	3-0-3

Major Electives (Select a minimum of 3 SHC)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	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 257	Testing and Assessment	3-0-3
BUS 260	Business Communication	3-0-3
CTS 130	Spreadsheet I	2-2-3
ISC 131	Quality Management	3-0-3
SPA 111	Elementary Spanish I	3-0-3

Total Semester Hours Credit: 68/69

Semester Curriculum for Human Resources Management Degree – Evening Program (Selected Courses are offered during the day.)

1st Semester (Fall)		C-L-SHC
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 256	Recruiting, Selecting and Personnel Planning	3-0-3
**CIS 110	Introduction to Computers	2-2-3
		10/11-2-11/12

2nd Semester (Spring)		
BUS 153	Human Resource Management	3-0-3
BUS 217	Employment Law and Regulations	3-0-3
	Economics Elective	3-0-3
		9-0-9

3rd Semester (Summer)		
BUS 252	Labor Relations	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		6-2-7

4th Semester (Fall)		
BUS 234	Training and Development	3-0-3
BUS 258	Compensation and Benefits	3-0-3
MKT 120	Principles of Marketing	3-0-3
	Humanities/Fine Arts Elective	3-0-3
		12-0-12

Students may exit with a diploma

5th Semester (Spring)		
BUS 151	People Skills	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
		9-0-9

6th Semester (Summer)		
COE 111	Co-op Work Experience I	0-10-1
	Major Elective	3-0-3
		3-10-4

7th Semester (Fall)		
	Accounting Elective	3-2-4
ENG 114	Professional Research and Reporting	3-0-3
	Social/Behavioral Science Elective	3-0-3
		9-2-10

8th Semester (Spring)		
BUS 259	HRM Applications	3-0-3
BUS 261	Diversity in Management	3-0-3
		6-0-6

Total Semester Hours Credit: 68/69

*Students may substitute MAT 115 (nontransferable).

** Students may substitute CIS 111 (nontransferable)

Human Resources Management Concentration Credential: Diploma in Human Resources Management D2512C

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

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

Program Length: 4 semesters (Evening Program)
Career Pathway Options: Associate in Applied Science
Degree in Human Resources Management
Program Sites: Lee Campus - Evening Program, Selected
Day and Distance Courses

Course Requirements for Human Resources Management Diploma

A. General Education Courses (7 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Humanities/Fine Arts Elective	3-0-3

B. Required Major Core Courses (32/33 SHC)		
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruit Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	3-0-3
*CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Required Subject Areas (3 SHC)		
Economics (Select One)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

C. Other Major Hours Required (6-SHC)		
BUS 153	Human Resource Management	3-0-3
BUS 252	Labor Relations	3-0-3

Total Semester Hours Required for the Diploma: 39/40

Evening Program for Human Resources Management Diploma

1st Semester (Fall)		C-L-SHC
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 256	Recruit Select and Personnel Planning	3-0-3
*CIS 110	Introduction to Computers	2-2-3
		10/11-2-11/12

2nd Semester (Spring)

BUS 153	Human Resource Management	3-0-3
BUS 217	Employment Law and Regulations	3-0-3
	Economics Elective	3-0-3
		9-0-9

3rd Semester (Summer)

BUS 252	Labor Relations	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		6-2-7

4th Semester (Fall)

BUS 234	Training and Development	3-0-3
BUS 258	Compensation and Benefits	3-0-3
MKT 120	Principles of Marketing	3-0-3
	Humanities Elective	3-0-3
		12-0-12

*Students may substitute CIS 111 (nontransferable).

Total Semester Hours Credit: 39/40

Human Resource Management Concentration Credential: Human Resources Management Certificate C2512C

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 Human Resource Management.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Human Resources Management Concentration and Diploma in Human Resource Management (Higher entrance standards required)

Program Sites:

Lee Campus – Evening Program, Selected Distance Courses

Course Requirements for Human Resource Management Certificate

Required Major Core Courses (18 SHC)		C-L-SHC
BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruiting, Selecting and Personnel Plng.	3-0-3
BUS 258	Compensation and Benefits	3-0-3
	Major Electives	6-0-6

Elective (Choose 6 SHC)

BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 261	Diversity in Management	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Semester Curriculum for Human Resource Management Certificate

1st Semester (Fall)

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
		9-0-9

2nd Semester (Spring)

BUS 217	Employment Law and Regulations	3-0-3
	Major Electives	6-0-6
		9-0-9

Total Semester Hours Credit: 18

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

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science

Degree in Medical Office Administration

Program Sites: Lee and Harnett Campus – Day Program,

Selected Distance Courses

Course Requirements for Medical Office Administration

A. General Education Courses (16 SHC) C-L-SHC

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Humanities/Fine Arts Elective	3-0-3
*MAT 115	Mathematical Models	3-0-3
	Social/Behavioral Science Elective	3-0-3
	Communications Elective (select 3 SHC)	
ENG 115	Oral Communication	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

*Students may substitute MAT 140 (transferable).

B. Required Major Core Courses (28/29 SHC)

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

**Students may substitute CIS 111 (nontransferable).

C. Other Major Courses Required for Graduation (26 SHC)

ACC 115	College Accounting	3-2-4
COE 111	Co-op Work Experience I	0-10-1
CTS 130	Spreadsheet	2-2-3
OST 132	Keyboard Skill Building	1-2-2

OST 136	Word Processing	2-2-3
OST 184	Records Management	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
OST 241	Medical Office Transcription I	1-2-2
OST 286	Professional Development	3-0-3

Major Electives 2-0-2

(Select 2.0 credit hours from the following list)

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

Total Semester Hours Required for Graduation: 70/71

Semester Curriculum for Medical Office Administration

1st Semester (Fall) C-L-SHC

**CIS 110	Introduction to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Communication Elective	3-0-3
OST 131	Keyboarding	1-2-2
OST 184	Records Management	2-2-3
		11-8-15

2nd Semester (Spring)

OST 286	Professional Development	3-0-3
CTS 130	Spreadsheets	2-2-3
OST 132	Keyboard Skill Building	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
		13-8-17

3rd Semester (Summer)

OST 236	Advanced Word/Information Processing	2-2-3
OST 289	Administrative Office Management	2-2-3
		4-4-6

4th Semester (Fall)

ACC 115	College Accounting	3-2-4
OST 141	Medical Terms I-Medical Office	3-0-3
OST 148	Medical Coding, Billing and Insurance	3-0-3
OST 149	Medical Legal Issues	3-0-3
	Social/Behavioral Science Elective	3-0-3
		15-2-16

5th Semester (Spring)

COE 111	Co-op Work Experience I	0-10-1
	Humanities/Fine Arts Elective	3-0-3
*MAT 115	Mathematical Models	2-2-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 241	Medical Office Transcription I	1-2-2
OST 243	Medical Office Simulation	2-2-3
	Major Elective	2-0-2
		12-18-17

*Students may substitute MAT 140 (transferable).

**Student may substitute CIS 111 (nontransferable).

Total Semester Hours Credit: 70/71

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-9 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

Course Requirements for Medical Office Ins. Coding Certificate

Required Courses (17/16 SHC)		C-L-SHC
*CIS 110	Introduction to Computers	2-2-3
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 248	Diagnostic Coding	1-2-2
*Students may substitute CIS 111 (nontransferable).		

Total Semester Hours Credit Required for Graduation: 17/16 SHC

Semester Curriculum for Medical Office Ins. Coding Certificate

1st Semester (Fall)		C-L-SHC
OST 141	Medical Terms I- Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance	3-0-3
OST 149	Medical Legal Issues	3-0-3
		9-0-9
2nd Semester (Spring)		
*CIS 110	Introduction to Computers	2-2-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 248	Diagnostic Coding	1-2-2
		6-4-8

*Students may substitute CIS 111 (nontransferable).

Total Semester Hours Credit: 17 SHC

Medical Office Administration
Credential: Medical Transcription Certificate
C25310T0

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

Program Length: 2 Semesters

Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Machine Transcription Certificate.

Program Sites: Distance Program

Lee and Harnett Campus – Day Program

Course Requirements for Medical Transcription Certificate

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

Total Semester Hours Credit Required for Graduation: 16 SHC

Semester Curriculum for Medical Transcription Certificate

1st Semester (Fall)		C-L-SHC
OST 141	Medical Terms I- Medical Office	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Text Editing Applications	3-0-3
		9-0-9
2nd Semester (Spring)		
OST 142	Medical Terms II-Medical Office	3-0-3
OST 241	Medical Office Transcription I (1 st minimester)	1-2-2
OST 242	Medical Office Transcription II (2nd minimester)	1-2-2
		5-4-7

Total Semester Hours Credit: 16 SHC

Networking Technology

Credential: Associate in Applied Science

Degree in Networking Technology

A25340

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

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

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

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, Communication technician/analyst, network/computer consultant, and information systems specialist. Graduates are also prepared to sit for certification exams that can result in industry-recognized credentials.

Program Length: 4 semesters

Career Pathway Options: Specialized Networking Certificate Programs

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

Course Requirements for Networking Technology Degree

A. General Education Courses (16 SHC) C-L-SHC

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Courses (45 SHC):

CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
CTS 120	Hardware/Software Support	2-3-3
DBA 110	Database Concepts	2-3-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NOS 110	Operating Systems Concepts	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
SEC 110	Security Concepts	3-0-3

Business – Select one:

BUS 110	Introduction to Business	3-0-3
CTS 115	Information Systems Business Concepts	3-0-3

Design – Select one:

NET 240	Network Design	3-0-3
NET 289	Networking Project	1-4-3

Operating System Administration. Select one:

NOS 220	Linux/UNIX Administration I	2-2-3
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C. Other Major Hours (select 6 SHC)

CTS 220	Advanced Hardware/Software Support	2-3-3
CTS 287	Emerging Technologies	3-0-3
NET 113	Home Automation Systems	2-2-3
NET 116	Fundamentals of Voice/Data Cable	2-2-3
NET 175	Wireless Technologies	2-2-3
NET 230	Wide Area Networking	2-2-3
NOS 240	Novell Administration I	2-2-3
SEC 160	Security Fundamentals I	2-2-3
SEC 210	Intrusion Detection	2-2-3
SEC 240	Wireless Security	2-2-3

Total Semester Credit Hours: 67

Semester Curriculum for Networking Technology

1st Semester (21 SHC)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
	Networking Elective	2-2-3
	Networking Elective	2-2-3
NOS 110	Operating Systems Concepts	2-3-3
NOS 130	Windows Single User (MCP)	2-2-3
		13-17-21

2nd Semester (18 SHC)

CTS 120	Hardware/Software Support	2-3-3
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NOS 120	Linux /UNIX Single User (Linux +)	2-2-3
NOS 220	Linux/UNIX Administration I	2-2-3
SEC 110	Security Concepts	3-0-3
		10-17-18

3rd Semester (10 SHC)

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Humanities/Fine Arts Elective	3-0-3
NET 240	Network Design	3-0-3
	OR	
NET 289	Networking Project	1-4-3
		7/9-6-10

4th Semester (18 SHC)		
BUS 110	Introduction to Business	3-0-3
	OR	
CTS 115	Info Sys Business Concepts	3-0-3
CIS 115	Intro to Programming and Logic	2-3-3
DBA 110	Database Concepts	2-3-3
ENG 114	Professional Research and Reporting	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3
		16-6-18

*Students may substitute MAT 161

Total Semester Hours Credit: 67

Networking Technology

Credential: Diploma in Networking Technology

D25340

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

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

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

Program Length: 4 Semesters

Career Pathway Options: Associate in Applied Science

Degree in Network Technology.

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

Course Requirements for Network Technology Diploma

A. General Education Courses (7 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
*MAT 140	Survey of Mathematics	3-0-3

B. Required Major Core Courses (33 SHC)		
CIS 115	Introduction to Programming and Logic	2-2-3
CTS 120	Hardware/Software Support	2-3-3
DBA 110	Database Concepts	2-2-3
NET 125	Routing and Switching I	1-4-3
NET 126	Routing and Switching II	1-4-3
NOS 110	Operating Systems Concepts	2-2-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
SEC 110	Security Concepts	3-0-3

C. Required Subject Areas

Basic Computer Skills:

CIS 110	Introduction to Computers	2-2-3
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Business (select one course):

BUS 110	Introduction to Business	3-0-3
CTS 115	Information Systems Business Concepts	3-0-3

Total Semester Hours Required for Graduation: 40

Semester Curriculum for Diploma in Networking Technology

1st Semester (15 SHC)		C-L-SHC
CIS 110	Computer Concepts	2-2-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NOS 110	Operating Systems Concepts	2-2-3
NOS 130	Windows Single User	2-2-3
		9-13-15
2nd Semester (9 SHC)		
CTS 120	Hardware/Software Support	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3
SEC 110	Security Concepts	3-0-3
		6-7-9
3rd Semester (7SHC)		
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
*MAT 140	Survey of Mathematics	3-0-3
		6-2-7
4th Semester (9SHC)		
BUS 110	Introduction to Business	3-0-3
OR		
CTS 115	Information Systems Business Concepts	3-0-3
CIS 115	Introduction to Programming and Logic	2-3-3
DBA 110	Database Concepts	2-3-3
		7-6-9

*Students may substitute MAT 161

Total Semester Hours Credit: 40

Networking Technology Credential: Network Infrastructure Certificate C25340NI

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

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

Graduates should qualify for positions such as: LAN/PC Administrator, Network Control Operator, Network Analyst, and Information Systems Specialist. Graduates are also 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.

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

Course Requirements for Network Infrastructure Certificate

Required Major Core Courses (12 SHC)		C-L-SHC
NET 125	Routing and Switching I	1-4-3
NET 126	Routing and Switching II	1-4-3
NET 225	Adv. Routing and Switching I	1-4-3
NET 226	Adv. Routing and Switching II	1-4-3
		4-16-12

Total Semester Hours Credit: 12

Networking Technology

Credential: Network Operating System Certificate

C25340N0

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 position such as: LAN/PC network operating systems administrator, technician, and personal computer technician.

Graduates are also 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 Networking Technology

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

Course Requirements for Network Security Certificate

Required Major Core Courses (12 SHC)		C-L-SHC
NOS 110	Operating Systems Concepts	2-2-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
NOS 220	Linux/UNIX Administration I	2-2-3

Total Semester Hours Credit Needed for Graduation: 12

Networking Technology

Credential: Network Security Certificate

C25340SE

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

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

Graduates should qualify for positions such as: LAN/PC security technician, security control operator, and network security technician. Graduates are also 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 Networking Technology.

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

Course Requirements for Network Security Certificate

Required Major Core Courses (12 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
SEC 110	Security Concepts	3-0-3
SEC 160	Security Fundamentals I	2-2-3
SEC 210	Intrusion Detection	2-2-3
		8-8-12

Total Semester Hours Credit: 12

Networking Technology

Credential: Wireless Networking Certificate

C25340WN

The Wireless Networking Certificate is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand and install various models of wireless routers and switches. This curriculum also develops operating skills needed to successfully install, 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 wireless 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 are also 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 Networking Technology

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

Course Requirements for Wireless Networking Certificate

Required Major Core Courses (12 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 175	Wireless Technologies	2-2-3
SEC 110	Security Concepts	3-0-3
SEC 240	Wireless Security	2-2-3
		9-12-15

Total Semester Hours Credit: 15

Networking Technology

Credential: Small Office / Home Office

Certificate (SOHO)

C25340SH

The Small Office / Home Office Certificate (SOHO) is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand and install various types of office and home network electronics. This curriculum also develops operating skills needed to successfully manage and support home and small office 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 technician, network analyst, and information systems specialist. Graduates are also 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 Networking Technology

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

Course Requirements for Small Office / Home Office Certificate (SOHO)

Required Major Core Courses (12 SHC)		C-L-SHC
NET 113	Home Automation Systems	2-2-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 175	Wireless Technologies	2-2-3
		6-12-12

Total Semester Hours Credit: 12

Networking Technology

Credential: Voice Over IP Certificate C25340TL

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

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

Graduates should qualify for positions such as: LAN/PC VoIP technician and network VoIP technician. Graduates are also 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 Networking Technology.

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

Course Requirements for Voice Over IP Certificate

Required Major Core Courses (15 SHC)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
NET 116	Fund of Voice/Data Cable	2-2-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 230	Wide Area Networking	2-2-3
		8-14-15

Total Semester Hours Credit: 15

Office Administration

Credential: Associate in Applied Science Degree in Office Administration A25370

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

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology

Program Sites: Lee and Harnett Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Humanities/Fine Arts Elective	3-0-3
*MAT 115	Mathematical Models	2-2-3
	Social/Behavioral Science Elective	3-0-3

*Students may substitute MAT 140 (transferable).

Communications Elective (Select 3 SHC)		
ENG 115	Oral Communication	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

B. Required Major Core Courses (14/15 SHC)		
**CIS 110	Introduction to Computers	2-2-3
OST 134	Text Entry and Formatting	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 184	Records Management	2-2-3
OST 289	Administrative Office Management	2-2-3

**Students may substitute CIS 111 (nontransferable).

C. Other Major Hours Required for Graduation (40 SHC)		
ACC 115	College Accounting	3-2-4
BUS 115	Business Law I	3-0-3
COE 111	Co-op Work Experience I	0-10-1
CTS 130	Spreadsheets	2-2-3
OST 131	Keyboarding	1-2-2

OST 132	Keyboard Skill Building	1-2-2
OST 135	Advanced Text Entry and Format	3-2-4
OST 136	Word Processing	2-2-3
OST 137	Office Software Applications	2-2-3
OST 138	Advanced Software Application	2-2-3
OST 181	Intro to Office Systems	2-2-3
OST 233	Office Publications Design	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
OST 286	Professional Development	3-0-3

Total Semester Hours Credit Required for Graduation:
70/71

Semester Curriculum for Office Administration Degree

1st Semester (Fall)		C-L-SHC
**CIS 110	Introduction to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Communication Elective	3-0-3
OST 131	Keyboarding	1-2-2
OST 184	Records Management	2-2-3
		10/11-8-14/15

2nd Semester (Spring)

CTS 130	Spreadsheet	2-2-3
OST 132	Keyboard Skill Building	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 286	Professional Development	3-0-3
		13-10-17

3rd Semester (Summer)

OST 236	Advanced Word/Information Processing	2-2-3
OST 289	Administrative Office Management	2-2-3
		4-4-6

4th Semester (Fall)

ACC 115	College Accounting	3-2-4
OST 135	Advanced Text Entry and Format	3-2-4
OST 137	Office Software Applications	2-2-3
OST 233	Office Publications Design	2-2-3
	Social/Behavioral Science Elective	3-0-3
		13-8-17

5th Semester (Spring)

BUS 115	Business Law	3-0-3
COE 111	Co-op Work Experience I	0-10-1
	Humanities/Fine Arts Elective	3-0-3
*MAT 115	Mathematical Models	2-2-3
OST 138	Advanced Software Applications	2-2-3
OST 181	Intro to Office Systems	2-2-3
		10-16-16

Total Semester Hours Credit: 70/71

Office Administration Credential: Office Administration Diploma D25370

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

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

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology, Associate in Applied Science Degree in Medical Office Administration, Office Systems Technology Diploma.

Program Sites: Distance Programs

Lee and Harnett Campus - Day Program

Course Requirements for Office Administration Diploma

A. General Education Courses (10 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Communications Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
Communications Elective (Select 3 SHC)		
ENG 115	Oral Communication	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

B. Required Major Core Courses (14-15 SHC)

*CIS 110	Introduction to Computers	2-2-3
OST 134	Text Entry and Formatting	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 184	Records Management	2-2-3
OST 289	Administrative Office Management	2-2-3

*Students may substitute CIS 111 (nontransferable).

C. Other Major Hours Required for Graduation (16 SHC)

CTS 130	Spreadsheets	2-2-3
OST 131	Keyboarding	1-2-2
OST 132	Keyboard Skill Building	1-2-2
OST 136	Word Processing	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
OST 286	Professional Development	3-0-3

Total Semester Hours Credit Required for Graduation:
40/41

Semester Curriculum for Office Administration Diploma

1st Semester (Fall)		C-L-SHC
**CIS 110	Introduction to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Communication Elective	3-0-3
OST 131	Keyboarding	1-2-2
OST 184	Records Management	2-2-3
		11-8-15
2nd Semester (Spring)		
CTS 130	Spreadsheet	2-2-3
OST 132	Keyboard Skill Building	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 286	Professional Development	3-0-3
		13-8-17
3rd Semester (Summer)		
OST 236	Advanced Word/Information Processing	2-2-3
OST 289	Administrative Office Management	2-2-3
	Social/Behavioral Science Elective	3-0-3
		7-4-9

Total Semester Hours Credit: 40/41

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 Program

Lee and Harnett Campus - Day Program

Course Requirements for Information and Word Processing Certificate

Required Courses (14/13 SHC)

*CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
*Students may substitute CIS 111 (nontransferable).		

Total Semester Hours Credit Required for Graduation:
14/13

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 Programs

Lee and Harnett Campus - Day Program

Course Requirements for Receptionist Certificate

Required Courses (17/16 SHC)		C-L-SHC
*CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	2-2-3
OST 164	Text Editing Applications	3-0-3
OST 184	Records Management	2-2-3

*Students may substitute CIS 111 (nontransferable).

Total Semester Hours Credit Required for Graduation:
17/16

Operations Management Credential: Associate in Applied Science Degree in Operations Management A2512G

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions, or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

Program Length: 7 semesters

Career Pathway Option: Associate in Applied Science Degree in Operations Management

Program Sites: Lee Campus - Evening Program, Selected Day and Distance Classes

Course Requirements for Operations Management Degree		
A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (36-37 SHC)

BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
MKT 120	Principles of Marketing	3-0-3

Choose one of the following courses:

Accounting Elective:

ACC 115	College Accounting	3-2-4
ACC 120	Principles of Financial Accounting	3-2-4

**Computer Applications Elective:

CIS 110	Introduction to Computers	2-2-3
CIS 111	PC Literacy	1-2-2

Choose one of the following courses:

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

Social/Behavioral Science Elective 3-0-3
9-0-9

Concentration Courses

ISC 121	Environmental Health and Safety	3-0-3
ISC 131	Quality Management	3-0-3
ISC 210	Operation and Production Planning	3-0-3
ISC 221	Statistical Quality Control	3-0-3
OMT 112	Materials Management	3-0-3
OMT 260	Issues in Operations Management	3-0-3

Total Semester Hours Credit: 70/71

* Students may substitute MAT 115 (non transferable).

**Students may substitute CIS 111 (nontransferable).

C. Other Major Hours Required for Graduation (18 SHC)

BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 252	Labor Relations	3-0-3
BUS 240	Business Ethics	3-0-3
OMT 218	Developing Team Performance	3-0-3

Choose one:

BUS 260	Business Communication	3-0-3
OMT 181	Industry Reporting Skills	3-0-3

Total Semester Hours Credit Required for Graduation:

70/71

Semester Curriculum for Operations Management Degree

1st Semester (Fall) C-L-SHC

BUS 137	Principles of Management	3-0-3
**CIS 110	Introduction to Computers	2-2-3
ISC 131	Quality Management	3-0-3
*MAT 140	Survey of Mathematics	3-0-3

10/11-2-11/12

2nd Semester (Spring)

BUS 151	People Skills	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
ISC 210	Operation and Production Planning	3-0-3

9-0-9

3rd Semester (Summer)

BUS 252	Labor Relations	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
MKT 120	Principles of Marketing	3-0-3

9-2-10

4th Semester (Fall)

	Accounting Elective	3-2-4
BUS 115	Business Law I	3-0-3
BUS 260	Business Communication	3-0-3
	Economics Elective	3-0-3

12-2-13

5th Semester (Spring)

BUS 153	Human Resource Management	3-0-3
BUS 240	Business Ethics	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
OMT 112	Materials Management	3-0-3

12-0-12

6th Semester (Summer)

ISC 221	Statistical Quality Control	3-0-3
OMT 218	Developing Team Performance	3-0-3

6-0-6

7th Semester (Fall)

	Humanities/Fine Arts Elective	3-0-3
OMT 260	Issues in Operations Management	3-0-3

Operations Management Credential: Operations Management Diploma D2512G

This diploma program is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries. Specific emphases include human resources, quality, materials and operations management production planning and safety, and business communication. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Operations Management provided the student meets the entrance requirements for the degree program.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Operations Management

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

Course Requirements for Operations Management Diploma

A. General Education Courses (7 SHC)	C-L-SHC
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
*MAT 140 Survey of Mathematics	3-0-3

B. Required Major Core Courses (31 SHC)	
BUS 115 Business Law I	3-0-3
BUS 137 Principles of Management	3-0-3
BUS 153 Human Resource Management	3-0-3
ISC 121 Environmental Health and Safety	3-0-3
ISC 131 Quality Management	3-0-3
ISC 210 Operations and Production Planning	3-0-3
OMT 112 Materials Management	3-0-3
OMT 218 Developing Team Performance	3-0-3

Choose one of the following courses:

Accounting Elective:

ACC 115 College Accounting	3-2-4
ACC 120 Principles of Financial Accounting	3-2-4

Economics Elective:

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

C. Other Major Hours Required for Graduation (5/6 SHC)

BUS 151 People Skills	3-0-3
**CIS 110 Introduction to Computers	2-2-3

Total Semester Hours Credit Required for Graduation:43/44

Semester Curriculum for Operations Management Diploma

1st Semester (Fall)	C-L-SHC
BUS 137 Principles of Management	3-0-3

**CIS 110 Introduction to Computers	2-2-3
ISC 131 Quality Management	3-0-3
	7/8-2-8/9

2nd Semester (Spring)

BUS 151 People Skills	3-0-3
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
ISC 121 Environmental Health and Safety	3-0-3
*MAT 140 Survey of Mathematics	3-0-3
	12-2-13

3rd Semester (Summer)

ISC 210 Operation and Production Planning	3-0-3
OMT 218 Developing Team Performance	3-0-3
	6-0-6

4th Semester (Fall)

Accounting Elective	3-2-4
BUS 115 Business Law I	3-0-3
Economics Elective	3-0-3
	9-2-10

5th Semester (Spring)

OMT 112 Materials Management	3-0-3
BUS 153 Human Resource Management	3-0-3
	6-0-6

* Students may substitute MAT 115 (nontransferable)

** Students may substitute CIS 111 (nontransferable).

Total Semester Hours Credit: 43/44

Operations Management Credential: Operations Management Certificate C2512G

This certificate program is designed to prepare students in the basic aspects of operations for manufacturing and service industries. Emphasized in the certificate program are basic concepts in the areas of human resources, quality and production management. Credits earned in this certificate program may be transferred toward an Associate in Applied Science Degree in Operations Management provided the student meets the entrance requirements for the degree program.

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Operations Management (Higher entrance standards required) Operations Management Diploma (Higher entrance standards required)

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

Course Requirements for Operations Management Certificate

Required Major Core Courses (18 SHC)		C-L-SHC
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
ISC 131	Quality Management	3-0-3
OMT 218	Developing Team Performance	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Operations Management Credential: Business Operations Certificate C2512G01

This certificate program is designed to prepare students in the basic aspects of operations for manufacturing and service industries. Emphasized in the certificate program are basic concepts in the areas of management of employees, quality and production management. Credits earned in this certificate program may be transferred toward an Associate in Applied Science Degree in Operations Management provided the student meets the entrance requirements for the degree program.

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Operations Management (Higher entrance standards required) Operations Management Diploma (Higher entrance standards required)

Program Sites: Lee Campus - Evening Program and Distance Courses

Course Requirements for Business Operations Certificate

Required Major Core Courses (18 SHC)		C-L-SHC
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
ISC 131	Quality Management	3-0-3
ISC 210	Operations and Production Planning	3-0-3
OMT 181	Industry Reporting Skills	3-0-3
OMT 218	Developing Team Performance	3-0-3

Total Semester Hours Credit Required for Graduation: 18

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

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

Coursework includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law.

Required courses also include subjects such as English, mathematics, and computer utilization.

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

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science
Degree in Paralegal Technology

Program Sites: Lee County Campus - Day Program,
Selected Hybrid Courses

Course Requirements for Paralegal Technology Degree

A. General Education Courses (16 SHC) C-L-SHC

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (23 SHC)

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

C. Other Major Hours Required for Graduation (33 SHC)

ACC 115	College Accounting	3-2-4
CIS 110	Introduction to Computers	2-2-3
COE 111	Co-op Work Experience 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 170	Administrative Law	2-0-2

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
	Communications Elective	

ENG 115	Oral Communication	3-0-3
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

Total Semester Hours Credit Required for Graduation: 75

Semester Curriculum for Paralegal Technology Degree

1st Semester (Fall) C-L-SHC

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
LEX 110	Introduction to Paralegal Study	2-0-2
LEX 150	Commercial Law	2-2-3
LEX 170	Administrative Law	2-0-2
*MAT 140	Survey of Mathematics	3-0-3

12-4-14

2nd Semester (Spring)

CIS 110	Introduction to Computers	2-2-3
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
LEX 160	Criminal Law and Procedures	2-2-3
LEX 220	Corporate Law	2-0-2
LEX 280	Ethics and Professionalism	2-0-2
	Social/Behavioral Science Elective	3-0-3

17-4-19

3rd Semester (Summer)

ACC 115	College Accounting	3-2-4
LEX 140	Civil Litigation I	3-0-3
LEX 271	Law Office Writing	1-2-2

7-4-9

4th Semester (Fall)

LEX 120	Legal Research/Writing I	2-2-3
LEX 130	Civil Injuries	3-0-3
LEX 141	Civil Litigation II	2-2-3
LEX 180	Case Analysis and Reasoning	1-2-2
LEX 210	Real Property I	3-0-3
LEX 250	Wills, Estates, and Trustees	2-2-3

13-8-17

5th Semester (Spring)

COE 111	Co-op Work Experience I	0-10-1
COM	Communications Elective	3-0-3
LEX 121	Legal Research/Writing II	2-2-3
LEX 211	Real Property II	1-4-3
LEX 240	Family Law	3-0-3
LEX 260	Bankruptcy and Collections	3-0-3

12-16-16

Total Semester Hours Credit: 75

* Students may substitute MAT 115 (nontransferable)

Paralegal Technology Credential: Paralegal Technology Diploma D25380

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

Program Specific Entrance Standards: A Baccalaureate and/or an Associate Degree including credit for ENG 111 or equivalent and 3 SHC in general education.

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology (Higher entrance standards required); Paralegal Technology Diploma

Program Sites: Lee County Campus - Day Program,
Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma

A. Required Major Core Courses (23 SHC)		C-L-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 Required. (20 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 271	Law Office Writing	1-2-2
LEX 280	Ethics and Professionalism	2-0-2

Total Semester Hours Credit Required for Graduation: 43

Semester Curriculum for Paralegal Technology Diploma

1st Semester (Fall)		C-L-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 150	Commercial Law	2-2-3
LEX 210	Real Property I	3-0-3
LEX 250	Wills, Estates, and Trusts	2-2-3
		14-6-17

2nd Semester (Spring)		
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 240	Family Law	3-0-3
LEX 260	Bankruptcy and Collections	3-0-3
LEX 280	Ethics and Professionalism	2-0-2
		13-8-17

3rd Semester (Summer)		
ACC 115	College Accounting	3-2-4
LEX 140	Civil Litigation I	3-0-3
LEX 271	Law Office Writing I	1-2-2
		7-4-9

Total Semester Hours Credit: 43