Business Technologies

Accounting
Credential: Associate in Applied Science
Degree in Accounting
A25100

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

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

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

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

Course Requirements for Accounting Degree
A. General Education Courses (15 SHC)  C-L-SHC
ENG 111 Writing and Inquiry  3-0-3
ENG 114 Professional Research and Reporting  3-0-3
            Humanities/Fine Arts Requirement  3-0-3
            Social/Behavioral Science Requirement  3-0-3

Select one course:
MAT 110  Math Measurement & Literacy  2-2-3
or
MAT 143  Quantitative Literacy  2-2-3

B. Major Requirements (24 SHC)
ACC 120  Principles of Financial Accounting  3-2-4
ACC 121  Principles of Managerial Accounting  3-2-4
ACC 129  Individual Income Taxes  2-2-3
ACC 220  Intermediate Accounting I  3-2-4
BUS 115  Business Law I  3-0-3
CIS 110  Introduction to Computers  2-2-3

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

Total Semester Credit Hours Required for Degree: 60/61 SHC
### C. Other Major Requirements (29 SHC)
- ACC 122 Principles of Financial Accounting II 3-0-3
- ACC 130 Business Income Taxes 2-2-3
- ACC 140 Payroll Accounting 1-2-2
- ACC 150 Accounting Software Applications 1-2-2
- ACC 221 Intermediate Accounting II 3-2-4
- ACC 227 Practices in Accounting 3-0-3
- BUS 110 Introduction to Business 3-0-3
- BUS 125 Personal Finance 3-0-3
- BUS 225 Business Finance 2-2-3

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

### D. Other Requirements (1 SHC)
- Student Success – Select One
  - ACA 111 College Student Success 1-0-1
  - ACA 115 Success and Study Skills 0-2-1
  - ACA 122 College Transfer Success 1-0-1

Total Semester Hours Credit Required: 69

---

### Accounting

**Credential: Diploma in Accounting D25100**

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

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

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

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

### Course Requirements for Accounting Diploma

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

Select one course:
- MAT 110 Math Measurement & Literacy 2-2-3
- or
- MAT 143 Quantitative Literacy 2-2-3

#### B. Major Requirements (20 SHC)
- ACC 120 Principles of Financial Accounting 3-2-4
- ACC 121 Principles of Managerial Accounting 3-2-4
- ACC 129 Individual Income Tax 2-2-3
- BUS 115 Business Law I 3-0-3
- CIS 110 Introduction to Computers 2-2-3

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

#### C. Other Major Requirements (12 SHC)
- ACC 122 Principles of Financial Accounting II 3-0-3
- BUS 110 Introduction to Business 3-0-3
- BUS 125 Personal Finance 3-0-3

Major Electives—Take 3 SHC
- ACC 140 Payroll Accounting 1-2-2
ACC 150  Accounting Software Applications  1-2-2
BUS 137  Principles of Management  3-0-3
BUS 153  Human Resource Management  3-0-3
BUS 280  REAL Small Business  4-0-4
CHI 111  Elementary Chinese I  3-0-3
MKT 120  Principles of Marketing  3-0-3
MKT 123  Fundamentals of Selling  3-0-3
MKT 223  Customer Service  3-0-3
SPA 111  Elementary Spanish I  3-0-3

D. Other Requirements (1 SHC)
Student Success – Select One
ACA 111  College Student Success  1-0-1
ACA 115  Success and Study Skills  0-2-1
ACA 122  College Transfer Success  1-0-1

Total Semester Hours Credit Required: 39

Accounting
Credential: Income Tax Preparer Certificate C25100T0

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

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), 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 Income Tax Preparer Certificate

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

Total Semester Hours Credit Required for Graduation: 16

Accounting
Credential: Payroll Accounting Certificate C25100P0

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

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

Course Requirements for Payroll Accounting Clerk Certificate

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

Total Semester Hours Credit Required: 17
Accounting
Credential: Small Business Financial Advisor I Certificate
C25100S1

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

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor I Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 120 Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>ACC 121 Principles of Managerial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>ACC 140 Payroll Accounting</td>
<td>1-2-2</td>
</tr>
<tr>
<td>ACC 150 Accounting Software Applications</td>
<td>1-2-2</td>
</tr>
<tr>
<td>BUS 125 Personal Finance</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MKT 120 Principles of Marketing</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required: 18

Accounting
Credential: Small Business Financial Advisor II Certificate
C25100S2

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

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

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

Course Requirements for Small Business Financial Advisor II Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 129 Individual Income Taxes</td>
<td>2-2-3</td>
</tr>
<tr>
<td>ACC 130 Business Income Taxes</td>
<td>2-2-3</td>
</tr>
<tr>
<td>BUS 137 Principles of Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 225 Business Finance</td>
<td>2-2-3</td>
</tr>
<tr>
<td>BUS 280 REAL Small Business</td>
<td>4-0-4</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required: 16
Business Administration
Credential: - Associate in Applied Science
Degree in Business Administration
(General Business Administration Track)
A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

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

Course Requirements for Business Administration Degree—General Business Administration Track

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

ENG 111 Writing and Inquiry 3-0-3
ENG 111 Humanities/Fine Arts Requirement 3-0-3
ENG 115 Social/Behavioral Science Requirement 3-0-3

Communications—Take one course:
ENG 113 Literature-Based Research 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
ENG 115 Oral Communication 3-0-3

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

B. Major Requirements (22 SHC)

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

Economics Requirement—Take one course (3 SHC)
ECO 151 Survey of Economics 3-0-3

C. Concentration Requirements (12 SHC)

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

D. Other Major Requirements (15 SHC)

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

Major Electives (Take 4 SHC)
ACC 121 Principles of Managerial Accounting 3-2-4
ACC 122 Principles of Financial Accounting II 3-0-3
ACC 129 Individual Income Taxes 2-2-3
ACC 130 Business Income Taxes 2-2-3
ACC 140 Payroll Accounting 1-2-2
ACC 150 Accounting Software Applications 1-2-2
BUS 126 Business Law II 3-0-3
BUS 151 People Skills 3-0-3
BUS 196 Seminar in Business Administration 1-3-1
BUS 228 Business Statistics 3-0-3
BUS 255 Organizational Behavior in Business 3-0-3
BUS 270 Professional Development 3-0-3
BUS 280 REAL Small Business 4-0-4
CHI 111 Elementary Chinese I 3-0-3
CTS 130 Spreadsheet 2-2-3
ECO 151 Survey of Economics 3-0-3
ECO 251 Principles of Microeconomics 3-0-3
ECO 252 Principles of Macroeconomics 3-0-3
INT 110 International Business 3-0-3
MKT 123 Fundamentals of Selling 3-0-3
MKT 123 Fundamentals of Selling 3-0-3
MKT 220 Advertising and Sales Promotion 3-0-3
MKT 232 Social Media Marketing 3-2-4
WEB 214 Social Media 3-0-3

E. Other Requirements (1 SHC)

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

Total Semester Hours Credit Required: 65
Business Administration  
Credential: - Associate in Applied Science  
Degree in Business Administration (Human Resource Management Track)  
A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy.

Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

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

Course Requirements for Business Administration Degree—Human Resource Management Track  
A. General Education Courses (15 SHC)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 113</td>
<td>Literature-Based Research</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Oral Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>Quantitative Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CTS 130</td>
<td>Spreadsheet</td>
<td>2-2-3</td>
</tr>
<tr>
<td>ECO 151</td>
<td>Survey of Economics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ECO 251</td>
<td>Prin of Microeconomics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ECO 252</td>
<td>Prin of Macroeconomics</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

B. Major Requirements (22 SHC)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 120</td>
<td>Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Law I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 137</td>
<td>Principles of Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>MKT 120</td>
<td>Principles of Marketing</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Economics Requirement—Take one course (3 SHC)  
ECO 151 | Survey of Economics | 3-0-3 |

C. Concentration Requirements (15 SHC)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 217</td>
<td>Employment Law and Regulations</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 234</td>
<td>Training and Development</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 256</td>
<td>Recruit, Select and Personnel Planning</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 258</td>
<td>Compensation and Benefits</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 259</td>
<td>HRM Applications</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

D. Other Major Requirements (17 SHC)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 153</td>
<td>Human Resource Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 252</td>
<td>Labor Relations</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 261</td>
<td>Diversity in Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ISC 121</td>
<td>Environmental Health and Safety</td>
<td>3-0-3</td>
</tr>
<tr>
<td>WBL 111</td>
<td>Work-Based Learning I</td>
<td>0-10-1</td>
</tr>
</tbody>
</table>

Major Electives (Take 4 SHC)  

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

E. Other Requirements (1 SHC)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 111</td>
<td>College Student Success</td>
<td>1-0-1</td>
</tr>
<tr>
<td>ACA 115</td>
<td>Success and Study Skills</td>
<td>0-2-1</td>
</tr>
<tr>
<td>ACA 122</td>
<td>College Transfer Success</td>
<td>1-0-1</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required: 70
Business Administration
Credential: Diploma in Business Administration (General Business Administration Track)
D25120M0

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

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

Course Requirements for Business Administration Diploma—General Business Administration Track

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

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

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

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

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

D. Other Requirements (1 SHC)
Student Success – Select One
ACA 111 College Student Success 1-0-1
ACA 115 Success and Study Skills 0-2-1
ACA 122 College Transfer Success 1-0-1

E. Concentration Requirements (3 SHC)

BUS 125 Personal Finance 3-0-3

Total Semester Hours Credit Required: 38

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

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

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

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

Course Requirements for Business Administration Diploma—Human Resource Management Track

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

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

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

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

C. Other Major Hours Required (18 SHC)

Human Resource Management Track
BUS 153 Human Resource Management 3-0-3
BUS 217 Employment Law and Regulations 3-0-3
BUS 234 Training and Development 3-0-3
BUS 252 Labor Relations 3-0-3
BUS 256 Recruit, Select and Personnel Planning 3-0-3
BUS 258 Compensation and Benefits 3-0-3

D. Other Requirements (1 SHC)
Student Success – Select One
ACA 111 College Student Success 1-0-1
ACA 115 Success and Study Skills 0-2-1
ACA 122 College Transfer Success 1-0-1

Total Semester Hours Credit Required: 44

Business Administration Credential
Credential: Human Resources Management Certificate
C25120C0

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

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

Course Requirements for the Human Resource Management Certificate

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

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

Total Semester Hours Credit Required: 18

Business Administration Credential: Manager Trainee Certificate
C25120MO

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

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

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

Total Semester Hours Credit Required: 18

Business Administration Credential: Entrepreneur Certificate
C25120E0

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

Entrance Standards: See General Admissions 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 the Entrepreneur Certificate

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

Total Semester Hours Credit Required: 17

Business Administration
Credential: Retail Management Certificate
C25120R0

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

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

Course Requirements for the Retail Management Certificate Trainee Certificate:

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

Total Semester Hours Credit Required: 18

Business Administration
Credential: Social Media Marketing Certificate
C25120S0

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

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

Course Requirements for Social Media Marketing Certificate

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

Total Semester Hours Credit Required: 16
Healthcare Management Technology
Credential: Associate in Applied Science
Degree
A25200

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

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

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

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

Course Requirements for Healthcare Management Technology

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

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

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

B. Major Requirements (30 SHC)

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

C. Other Major Requirements (19 SHC)
BUS 110 Introduction to Business 3-0-3
BUS 153 Human Resource Management 3-0-3
BUS 260 Business Communications 3-0-3
CIS 110 Introduction to Computers 2-2-3
HMT 212 Mgmt of Healthcare Organizations 3-0-3
SPA 111 Elementary Spanish I 3-0-3
WBL 111 Work-Based Learning I 0-10-1

D. Other Requirements (1 SHC)
Student Success – Select One
ACA 111 College Student Success 1-0-1
ACA 115 Success and Study Skills 0-2-1
ACA 122 College Transfer Success 1-0-1

Total Semester Hours Required: 65

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

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

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

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

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

Course Requirements for Computer Information Technology Degree
I. General Education Academic Core (15 SHC) | C-L-SHC
---|---
ENG 111 Writing and Inquiry | 3-0-3
ENG 114 Professional Research and Reporting | 3-0-3
MAT 143 Quantitative Literacy | 2-2-3

II. Major Hours (54 SHC)
A. Technical Core (27 SHC)
CIS 115 Introduction to Programming and Logic | 2-3-3
CTS 120 Hardware/Software Support | 2-3-3
CTS 285 Systems Analysis and Design | 3-0-3
CTS 289 System Support Project | 1-4-3
DBA 110 Database Concepts | 2-3-3
NOS 110 Operating System Concepts | 2-3-3
NOS 130 Windows Single User | 2-2-3
NOS 230 Windows Administration I | 2-2-3
SEC 110 Security Concepts | 2-2-3

B. Program Major (9 SHC)
CIS 110 Introduction to Computers | 2-2-3
CTS 115 Information Systems Business Concepts | 3-0-3
NET 110 Networking Concepts | 2-2-3

C. Other Major Hours (18 SHC)
DBA 120 Database Programming I | 2-2-3
WEB 140 Web Development Tools | 2-2-3
Technical Electives | 9
Programming Elective | 3

III. Other Required Hours (1 SHC)
Choose one course:
ACA 111 College Student Success | 1-0-1
ACA 115 Success and Study Skills | 0-2-1
ACA 122 College Transfer Success | 1-0-1

Technical Electives (Choose 9 SHC)
CSC 134 C++ Programming | 2-3-3
CSC 139 Visual Basic Programming | 2-3-3
CSC 151 JAVA Programming | 2-3-3
CTI 140 Virtualization Concepts | 1-4-3
CTS 130 Spreadsheet | 2-2-3
CTS 220 Advanced Hard/Software Support | 2-3-3
NOS 120 Linux/UNIX Single User | 2-2-3
WEB 151 Mobile Application Dev I | 2-2-3

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

Total Semester Credit Hours: 70

---

Computer Information Technology/Healthcare Business Informatics

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

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

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

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

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

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

Course Requirements for CIT/HBI Degree

I. General Education Academic Core (15 SHC) | C-L-SHC
---|---
ENG 111 Writing and Inquiry | 3-0-3
ENG 114 Professional Research and Reporting | 3-0-3
MAT 143 Quantitative Literacy | 2-2-3

II. Major Hours (54 SHC)
A. Technical Core (27 SHC)
CIS 115 Introduction to Programming and Logic | 2-3-3
CTS 120 Hardware/Software Support | 2-3-3
CTS 285 Systems Analysis and Design | 3-0-3
CTS 289 System Support Project | 1-4-3
DBA 110 Database Concepts | 2-3-3
NOS 110 Operating System Concepts | 2-3-3
NOS 130 Windows Single User | 2-2-3
NOS 230 Windows Administration I | 2-2-3
I. General Education Academic Core (0 SHC)  

II. Major Hours (54 SHC)  

A. Technical Core (12 SHC)  
- CIS 115 Introduction to Programming and Logic 2-3-3  
- CTS 120 Hardware/Software Support 2-3-3  
- CTS 285 Systems Analysis and Design 3-0-3  
- DBA 110 Database Concepts 2-3-3  

B. Program Major (9 SHC)  
- CIS 110 Introduction to Computers 2-2-3  
- CTS 115 Information Systems Business Concepts 3-0-3  
- NET 110 Networking Concepts 2-2-3  

C. Other Major Hours (18 SHC)  
- HBI 110 Issues and Trends in HBI 3-0-3  
- HBI 113 Survey of Medical Insurance 3-0-3  
- HBI 250 Data Management and Utilization 2-2-3  
- OST 141 Medical Terminology I 3-0-3  
- OST 142 Medical Terminology II 3-0-3  
- OST 149 Medical Legal Issues 3-0-3  

III. Other Required Hours (1 SHC)  

Choose one course:  
- ACA 111 College Student Success 1-0-1  
- ACA 115 Success and Study Skills 0-2-1  
- ACA 122 College Transfer Success 1-0-1  

Total Semester Credit Hours: 70

Computer Information Technology  
Credential: Diploma in Computer Information Technology  
D25260

The Computer Information Technology (CIT) curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs. Coursework will develop a student’s ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

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

Course Requirements for Computer Information Technology Diploma  

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

II. Major Hours (15 SHC)  

A. Technical Core (6 SHC)  
- CIS 115 Introduction to Programming and Logic 2-3-3
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 computer users.

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information Technology.

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

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

II. Major Hours (15 SCH)
A. Technical Core (6 SCH)
DBA 110 Database Concepts 2-3-3
NOS 110 Operating System Concepts 2-3-3

B. Program Major (3 SCH)
CIS 110 Introduction to Computers 2-2-3

C. Other Major Hours (6 SCH)

Total Semester Hours Credit: 15
Computer Information Technology
Credential: Computer Hardware/ Troubleshooting Repair Certificate C25260HT

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

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

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

Course Requirements for Hardware/Troubleshooting Certificate

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

II. Major Hours (18 SHC)
A. Technical Core (9 SHC)
CTS 120 Hardware/Software Support 2-3-3
NOS 110 Operating System Concepts 2-3-3
NOS 130 Windows Single User 2-2-3

B. Program Major (6 SHC)
CIS 110 Introduction to Computers 2-2-3
NET 110 Networking Concepts 2-2-3

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

Total Semester Hours Credit: 12

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

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

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

Course Requirements for Medical Office Administration

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

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

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

Humanities/Fine Arts Requirement 3-0-3
Social/Behavioral Science Requirement 3-0-3

B. Major Requirements (29 SHC)
CIS 110 Introduction to Computers 2-2-3
OST 131 Keyboarding 1-2-2
OST 134 Text Entry and Formatting 2-2-3
OST 141 Medical Terms I – Medical Office 3-0-3
OST 142 Medical Terms II – Medical Office 3-0-3
OST 148 Medical Coding Billing and Insurance 3-0-3
OST 149 Medical Legal Issues 3-0-3
OST 164 Text Editing Applications 3-0-3
OST 243 Medical Office Simulation 2-2-3
OST 289 Administrative Office Management 2-2-3
### C. Other Major Requirements (22 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>CTS 130</td>
<td>Spreadsheet</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 136</td>
<td>Word Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 184</td>
<td>Records Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 236</td>
<td>Advanced Word/Information Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 286</td>
<td>Professional Development</td>
<td>3-0-3</td>
</tr>
<tr>
<td>WBL 111</td>
<td>Work-Based Learning I</td>
<td>0-0-10</td>
</tr>
</tbody>
</table>

**Major Electives – Take 2 SHC:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 241</td>
<td>Medical Office Transcription I</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 242</td>
<td>Medical Office Transcription II</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 248</td>
<td>Diagnostic Coding</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 281</td>
<td>Emergency Issues in Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 285</td>
<td>Adv Emergency Issues in Medical Office</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

### D. Other Requirements (1 SHC)

**Student Success – Select One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 111</td>
<td>College Student Success</td>
<td>1-0-1</td>
</tr>
<tr>
<td>ACA 115</td>
<td>Success and Study Skills</td>
<td>0-2-1</td>
</tr>
<tr>
<td>ACA 122</td>
<td>College Transfer Success</td>
<td>1-0-1</td>
</tr>
</tbody>
</table>

**Total Semester Hours Required: 67**

### Medical Office Administration

**Credential: Medical Office Insurance Coding Certificate (Distance Education) C25310T0**

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

**Program Length: 2 Semesters**

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

**Program Sites:** Distance Program

**Lee and Harnett Campus – Day Program**

**Course Requirements for Medical Office Insurance Coding Certificate**

<table>
<thead>
<tr>
<th>Required Courses (16 SHC)</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 141</td>
<td>Medical Terms I-Medical Office</td>
</tr>
<tr>
<td>OST 142</td>
<td>Medical Terms II-Medical Office</td>
</tr>
<tr>
<td>OST 148</td>
<td>Medical Legal Issues</td>
</tr>
<tr>
<td>OST 149</td>
<td>Medical Coding Billing and Insurance</td>
</tr>
<tr>
<td>OST 241</td>
<td>Medical Office Transcription I</td>
</tr>
<tr>
<td>OST 242</td>
<td>Medical Office Transcription II</td>
</tr>
</tbody>
</table>

**Total Semester Hours Credit Required: 16 SHC**

### Networking Technology

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

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of
Coursework includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

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

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

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

Course Requirements for Networking Technology Degree

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>Quantitative Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td></td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td></td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

II. Major Hours (54 SHC)

A. Technical Core (33 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NET 125</td>
<td>Networking Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 126</td>
<td>Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 225</td>
<td>Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226</td>
<td>Routing and Switching II</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating Systems Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 120</td>
<td>Linux/UNIX Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 130</td>
<td>Windows Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>SEC 110</td>
<td>Security Concepts</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

B. Program Major (12 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NET 289</td>
<td>Networking Project</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NOS 220</td>
<td>Linux/UNIX Administration I</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

Business—Select one:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Other Major Hours (9 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET 241</td>
<td>VOIP Fundamentals</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 230</td>
<td>Windows Admin I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>SEC 160</td>
<td>Security Fundamentals I</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

III. Other Required Hours (1 SHC)

Choose one course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 111</td>
<td>College Student Success</td>
<td>1-0-1</td>
</tr>
<tr>
<td>ACA 115</td>
<td>Success and Study Skills</td>
<td>0-2-1</td>
</tr>
<tr>
<td>ACA 122</td>
<td>College Transfer Success</td>
<td>1-0-1</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours: 70

Networking Technology Credential: Diploma in Networking Technology D25340

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

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

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

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

Course Requirements for Network Technology Diploma

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>Quantitive Literacy</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

II. Major Hours (37 SHC)

A. Technical Core (12 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
</tbody>
</table>
NET 125 Networking Basics 1-4-3
NET 126 Routing Basics 1-4-3
NET 225 Routing and Switching I 1-4-3

B. Other Major Hours (24 SHC)
CIS 110 Introduction to Computers 2-2-3
NET 226 Routing and Switching II 1-4-3
NOS 110 Operating Systems Concepts 2-2-3
NOS 120 Linux/UNIX Single User 2-2-3
NOS 130 Windows Single User 2-2-3
NOS 220 Linux/UNIX Administration I 2-2-3
NOS 230 Windows Admin I 2-2-3
SEC 110 Security Concepts 2-2-3

Total Semester Hours Required for Graduation: 43

Networking Technology
Credential: Network Infrastructure Certificate
C25340NI

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

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

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

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

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

Course Requirements for Network Infrastructure Certificate

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

II. Major Hours (12 SHC)
A. Technical Core (12 SHC)
NET 125 Networking Basics 1-4-3
NET 126 Routing Basics 1-4-3
NET 225 Routing and Switching I 1-4-3
NET 226 Routing and Switching II 1-4-3

Total Semester Hours Credit: 12

Networking Technology Credential: Network Operating System Certificate
C25340NO

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

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

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

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

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

Course Requirements for Network Security Certificate

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

II. Major Hours (12 SHC)
NOS 110 Operating Systems Concepts 2-2-3
NOS 120 Linux/UNIX Single User 2-2-3
NOS 130 Windows Single User 2-2-3
NOS 220 Linux/UNIX Administration I 2-2-3
NOS 230 Windows Admin I 2-2-3

103
Total Semester Hours Credit Needed for Graduation: 15

**Networking Technology**

**Credential: Network Security Certificate C25340SE**

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

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

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

Program Length: 2 semesters

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

Course Requirements for Network Security Certificate

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET 125 Networking Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 126 Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 225 Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226 Routing and Switching II</td>
<td>1-4-3</td>
</tr>
<tr>
<td>SEC 110 Security Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>SEC 160 Security Fundamentals I</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 18

**Networking Technology**

**Credential: Voice Over IP Certificate C25340TL**

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

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

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

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

Course Requirements for Voice Over IP Certificate

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET 241 VOIP Fundamentals</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NET 125 Networking Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 126 Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 225 Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226 Routing and Switching II</td>
<td>1-4-3</td>
</tr>
</tbody>
</table>

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 Diploma

<table>
<thead>
<tr>
<th>Course Name</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. General Education Courses (15 SHC)</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>Communications Requirement—Take 3 SHC:</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 113 Literature-Based Research</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114 Prof Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115 Oral Communications</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 110 Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120 Intro Interpersonal Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 140 Intro Intercultural Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231 Public Speaking</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>Mathematics—Take one course:</strong></td>
<td></td>
</tr>
<tr>
<td>MAT 110 Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAT 143 Quantitative Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>B. Major Requirements (15 SHC)</strong></td>
<td></td>
</tr>
<tr>
<td>OST 134 Text Entry and Formatting</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 164 Text Editing Applications</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 137 Office Software Applications</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 184 Records Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 289 Administrative Office Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td><strong>C. Other Major Requirements (35 SHC)</strong></td>
<td></td>
</tr>
<tr>
<td>ACC 115 College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CTS 130 Spreadsheet</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 131 Keyboarding</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 135 Advanced Text Entry and Format</td>
<td>3-2-4</td>
</tr>
<tr>
<td>OST 136 Word Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 138 Advanced Software Application</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 181 Intro to Office Systems</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 233 Office Publications Design</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 236 Advanced Word/Information Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 286 Professional Development</td>
<td>3-0-3</td>
</tr>
<tr>
<td>WBL 111 Work-Based Learning I</td>
<td>0-10-1</td>
</tr>
</tbody>
</table>

D. Other Requirements (1 SHC)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 111 College Student Success</td>
<td>1-0-1</td>
</tr>
<tr>
<td>ACA 115 Success and Study Skills</td>
<td>0-2-1</td>
</tr>
<tr>
<td>ACA 122 College Transfer Success</td>
<td>1-0-1</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required: 66

Office Administration Credential: Office Administration Diploma D25370

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

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

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

Course Requirements for Office Administration Diploma

<table>
<thead>
<tr>
<th>Course Name</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. General Education Courses (9 SHC)</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>Communications Requirement—Take 3 SHC:</strong></td>
<td></td>
</tr>
<tr>
<td>COM 110 Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120 Intro Interpersonal Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 140 Intro Intercultural Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231 Public Speaking</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115 Oral Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>B. Major Requirements (15 SHC)</strong></td>
<td></td>
</tr>
<tr>
<td>OST 134 Text Entry and Formatting</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 164 Text Editing Applications</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 137 Office Software Applications</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 184 Records Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 289 Administrative Office Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td><strong>C. Other Major Requirements (17 SHC)</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>
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 degree/diploma program.

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

Program Sites: Distance Education
Lee and Harnett Campus - Day

Course Requirements for Information and Word Processing Certificate

Required Courses (14 SHC)
CIS 110  Introduction to Computers  2-2-3
OST 131  Keyboarding  1-2-2
OST 134  Text Entry and Formatting  2-2-3
OST 136  Word Processing  2-2-3
OST 164  Text Editing Applications  3-0-3
OST 236  Advanced Word/Information Processing  2-2-3

Total Semester Hours Credit Required: 17

Office Administration
Credential: Receptionist Certificate
C25370R0

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

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

Program Sites: Distance Education
Lee and Harnett Campus - Day

Course Requirements for Receptionist Certificate

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

Total Semester Hours Credit Required: 17
**Paralegal Technology**  
**Credential: Associate in Applied Science**  
**Degree in Paralegal Technology**  
**A25380**

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

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

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

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

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

Course Requirements for Paralegal Technology Degree  

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
<td></td>
</tr>
<tr>
<td>MAT 110</td>
<td>Mathematical Measurement and Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
<td></td>
</tr>
<tr>
<td>*Communications Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**II. Major Hours (56 SHC)**

**A. Technical Core (23 SHC)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEX 110</td>
<td>Introduction to Paralegal Study</td>
<td>2-0-2</td>
</tr>
<tr>
<td>LEX 120</td>
<td>Legal Research/Writing I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 130</td>
<td>Civil Injuries</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 140</td>
<td>Civil Litigation I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 150</td>
<td>Commercial Law</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 210</td>
<td>Real Property I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 240</td>
<td>Family Law</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 250</td>
<td>Wills, Estates, and Trusts</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

**C. Other Major Hours (33 SHC)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>WBL 111</td>
<td>Work Based learning I</td>
<td>0-10-1</td>
</tr>
<tr>
<td>LEX 121</td>
<td>Legal Research/Writing II</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 141</td>
<td>Civil Litigation II</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 160</td>
<td>Criminal Law and Procedure</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 270</td>
<td>Law Office Mgt/Technology</td>
<td>1-2-2</td>
</tr>
</tbody>
</table>

**III. Other Required Hours (1 SHC)**

Choose one course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 111</td>
<td>College Student Success</td>
<td>1-0-1</td>
</tr>
<tr>
<td>ACA 115</td>
<td>Success and Study Skills</td>
<td>0-2-1</td>
</tr>
<tr>
<td>ACA 122</td>
<td>College Transfer Success</td>
<td>1-0-1</td>
</tr>
</tbody>
</table>

*Communications Electives—Select One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 110</td>
<td>Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120</td>
<td>Intro. to Interpersonal Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 140</td>
<td>Intro. To Intercultural Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231</td>
<td>Public Speaking</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Oral Communication</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

**Total Semester Hours Credit Required for Graduation: 75**

---

**Paralegal Technology**  
**Credential: Paralegal Technology Diploma**  
**D25380**

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

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

Program Length: 3 semesters  
Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology (Higher entrance standards required); Paralegal Technology Diploma  
Program Sites: Lee County Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma

**II. Major Hours (56 SHC)**

**A. Technical Core (23 SHC)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEX 110</td>
<td>Introduction to Paralegal Study</td>
<td>2-0-2</td>
</tr>
<tr>
<td>LEX 120</td>
<td>Legal Research/Writing I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 130</td>
<td>Civil Injuries</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 140</td>
<td>Civil Litigation I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 150</td>
<td>Commercial Law</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 210</td>
<td>Real Property I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 240</td>
<td>Family Law</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 250</td>
<td>Wills, Estates, and Trusts</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>
B. Other Major Hours (22 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115 College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>LEX 121 Legal Research/Writing II</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 160 Criminal Law</td>
<td>2-2-3</td>
</tr>
<tr>
<td>LEX 211 Real Property II</td>
<td>1-4-3</td>
</tr>
<tr>
<td>LEX 260 Bankruptcy and Collections</td>
<td>3-0-3</td>
</tr>
<tr>
<td>LEX 270 Law Office Mgt/Technology</td>
<td>1-2-2</td>
</tr>
<tr>
<td>LEX 271 Law Office Writing</td>
<td>1-2-2</td>
</tr>
<tr>
<td>LEX 280 Ethics and Professionalism</td>
<td>2-0-2</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required for Graduation: 45

**Commercial and Artistic Production Technologies**

**Broadcasting Production Technology**

**Credential: Associate in Applied Science**

**Degree in Broadcasting Production Technology A30120**

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

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

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

Program Length: 6 semesters

Career Pathway Options: Associate in Applied Science Degree in Broadcasting Production Technology

Note: Associate in Applied Science students may begin with the Radio or the TV Production sequence.

Program Sites: Lee Campus - Day Program; Harnett Campus – Selected courses

Course Requirements for Broadcasting Production Technology Degree

**A. General Education Courses (15 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 110 Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Communications—Take one course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 113 Literature-Based Research</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114 Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115 Oral Communication</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

**B. Major Requirements (13 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPT 110 Introduction to Broadcasting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BPT 111 Broadcast Law and Ethics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BPT 112 Broadcast Writing</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BPT 113 Broadcast Sales</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

**C. Other Major Requirements (40-41 SHC)**

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

Major Electives—Take one course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPT 236 TV Performance II</td>
<td>0-6-2</td>
</tr>
<tr>
<td>WBL 121 Work-Based Learning II</td>
<td>0-10-1</td>
</tr>
</tbody>
</table>

**D. Other Requirements (1 SHC)**

Student Success—Take one course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 111 College Student Success</td>
<td>1-0-1</td>
</tr>
<tr>
<td>ACA 115 Success and Study Skills</td>
<td>0-2-1</td>
</tr>
<tr>
<td>ACA 122 College Transfer Success</td>
<td>1-0-1</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required for Graduation: 69

**Broadcasting Production Technology**

**Credential: Radio Broadcasting Production Technology Diploma D3012010**

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

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

Program Length: 3 semesters