

Business Technologies

Accounting

Credential: Associate in Applied Science Degree in Accounting A2510000

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 course work 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 4 semesters

Career Pathway Options: Associate in Applied Science Degree in Accounting

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

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
*HUM 115 Critical Thinking	3-0-3
**MAT140 Survey of Mathematics	3-0-3
PSY 150 General Psychology	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 Select One (3 SHC)	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

* Students may substitute any approved humanities course

** Students may substitute MAT 115 (nontransferable)

***Students may substitute CIS 111 (nontransferable)

C. Other Major Hours Required for Graduation (30 SHC)

ACC 122 Principles of Financial Accounting II	3-0-3
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ACC 130 Business Income Taxes	2-2-3
ACC 140 Payroll Accounting	1-2-2
ACC 150 Accounting Software Applications	1-2-2
ACC 226 Advanced Managerial Accounting	3-0-3
ACC 269 Auditing and Assurance Services	3-0-3
BUS 110 Introduction to Business	3-0-3
BUS 125 Personal Finance	3-0-3
BUS 137 Principles of Management	3-0-3
BUS 225 Business Finance	2-2-3
Major Electives	2

Major Elective Course Listing (Select a minimum of 2 SHC)

ACC 149 Introduction to Accounting Spreadsheets	1-2-2
ACC 180 Practices in Bookkeeping	3-0-3
BUS 147 Business Insurance	3-0-3
BUS 280 REAL Small Business	4-0-4
DBA 110 Database Concepts	2-3-3
WEB 110 Internet/Web Fundamentals	2-2-3
COE 111 Co-op Work Experience I	0-10-1
MKT 120 Principles of Marketing	3-0-3
OST 131 Keyboarding	1-2-2

Total Semester Hours Credit Required for Graduation: 69/70

Semester Curriculum for Accounting Degree

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
*ECO 151 Survey of Economics	3-0-3
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
OST 131 Keyboarding (Elective)	<u>1-2-2</u>
	16-6-19

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
BUS 137 Principles of Management	3-0-3
**CIS 110 Introduction to Computers	2-2-3
***MAT 140 Survey of Mathematics	<u>3-0-3</u>
	15-6-17/18

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
PSY 150 General Psychology	<u>3-0-3</u>
	13-6-16

4th Semester (Spring)

ACC 130 Business Income Taxes	2-2-3
ACC 150 Accounting Software Applications	1-2-2
ACC 226 Advanced Managerial Accounting	3-0-3
ACC 269 Auditing and Assurance Services	3-0-3
ENG 114 Professional Research and Reporting	3-0-3
****HUM 115 Critical Thinking	<u>3-0-3</u>
	15-4-17

Total Semester Hours Credit: 69/70

*Students may substitute ECO 251 or ECO 252.

**Students may substitute CIS 111 (nontransferable)

***Students may substitute MAT 115 (nontransferable)

****Students may substitute any approved humanities course.

Accounting

Credential: Diploma in Accounting

D2510000

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 course work 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Career Pathway Options: Associate in Applied Science Degree in Accounting

Program Length: 2 semesters

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

Course Requirements for Accounting Diploma

A. General Education (7 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 (17 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
CIS 110	Introduction to Computers	2-2-3
**ECO 151	Survey of Economics	3-0-3

C. Other Major Hours Required for Graduation (13 SHC)

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

Major Elective Course Listing (Select a minimum of 2 SHC)

ACC 149	Introduction to Accounting Spreadsheets	1-2-2
ACC 180	Practices in Bookkeeping	3-0-3
BUS 147	Business Insurance	3-0-3
BUS 280	REAL Small Business	4-0-4
DBA 110	Database Concepts	2-3-3
WEB 110	Internet/Web Fundamentals	2-2-3
COE 111	Co-op Work Experience I	0-10-1
MKT 120	Principles of Marketing	3-0-3
OST 131	Keyboarding	1-2-2

36/37 SHC Required for Diploma Option 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
*ECO 151	Survey of Economics	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
OST 131	Keyboarding (Elective)	1-2-2
		16-6-19

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
BUS 137	Principles of Management	3-0-3
**CIS 110	Introduction to Computers	2-2-3
***MAT 140	Survey of Mathematics	3-0-3
		15-6-18

Total Semester Hours Credit: 37

Semester Evening 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
		9-2-10

2nd Semester (Spring)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
OST 131	Keyboarding (Elective)	1-2-2
		7-4-9

3rd Semester (Fall)

*CIS 110	Introduction to Computers	2-2-3
**ECO 151	Survey of Economics	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		8-4-10

4th Semester (Spring)

ACC 140	Payroll Accounting	1-2-2
BUS 137	Principles of Management	3-0-3
***MAT 140	Survey of Mathematics	3-0-3
		7-2-8

*Students may substitute CIS 111 (nontransferable)

**Students may substitute ECO 251 or ECO 252

***Students may substitute MAT 115 (nontransferable).

37 SHC Required for Diploma Option

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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 Campus - Evening and Distance Program
 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	<u>3-0-3</u>
		8-4-10

2nd Semester (Spring)

ACC 122	Financial Accounting II	3-0-3
ACC 130	Business Income Taxes	<u>2-2-3</u>
		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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 18

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 Campus - Evening and Distance Program

Course Requirements for Payroll Accounting Clerk Certificate

Required Major Core Courses (13/14 SHC)

ACC 120	Principles of Financial 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
*CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit Required for Graduation: 13/14

* Students may substitute CIS 111 (nontransferable)

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	<u>2-2-3</u>
		8-4-10

2nd Semester (Spring)

ACC 140	Payroll Accounting	1-2-2
ACC 150	Accounting Software Applications	<u>1-2-2</u>
		2-4-4

Total Semester Hours Credit: 13/14

*Students may substitute CIS 111 (nontransferable)

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 on page 6

Academic Standards: See General Academic Standards on page 16

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, Evening and Distance Program

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

1st Semester (Fall)

C-L-SHC		
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 on page 6

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

Academic Standards: See General Academic Standards on page 16

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, Evening and Distance Program

Course Requirements for Small Business Financial Advisor II Certificate

		C-L-SHC
A. Required Major Core Courses (13 SHC)		
ACC 226	Advanced Managerial Accounting	3-0-3
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: 13

Semester Curriculum for Small Business Financial Advisor II Certificate

1st Semester (Fall)

C-L-SHC		
BUS 137	Principles of Management	3-0-3
BUS 225	Business Finance	2-2-3
		5-2-6

2nd Semester (Spring)

ACC 226	Advanced Managerial Accounting	3-0-3
BUS 280	REAL Small Business	4-0-4
		7-0-7

Total Semester Hours Credit: 13

Business Administration

Credential: - Associate in Applied Science Degree in Business Administration A2512000

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.

Course work 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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 - All Campuses

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
*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3
B. Required Major Core Courses (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 (37 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
COE 111	Co-op Work Experience I	0-10-1
MKT 223	Customer Service	3-0-3
Major Electives		8-0-8

Management Track - Major Elective Course Listing (Select a minimum of 8 SHC hours)

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 280	REAL Small Business	4-0-4
ITN 110	International Business	3-0-3
OST 131	Keyboarding	1-2-2
OST 137	Office Software Applications	1-2-2

Marketing Track – Major Elective Course Listing (Select a minimum of 8 SHC hours)

BUS 151	People Skills	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
MKT 121	Retailing	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 125	Buying and Merchandising	3-0-3
MKT 221	Consumer Behavior	3-0-3

Total Semester Hours Credit Required for Graduation: 71/73

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
*ECO 151	Survey of Economics	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
****HUM 115	Critical Thinking	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
COE 111	Co-op Work Experience I	0-10-1
MKT 223	Customer Service	3-0-3
PSY 150	General Psychology	3-0-3
	Major Electives	6-0-6
		18-10-19

Total Semester Hours Credit: 71/73

*Students may substitute ECO 251 or ECO 252.

**Student may substitute CIS 111 (nontransferable).

***Students may substitute MAT 115 (nontransferable).

****Student may substitute any approved humanities elective.

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 5 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 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
PSY 150	General Psychology	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
**ECO 151	Survey of Economics	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 129	Individual Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 280	REAL Small Business	4-0-4
INT 110	International Business	3-0-3
OST 131	Keyboarding	1-2-2
OST 137	Office Software Applications	1-2-2

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	<u>3-0-3</u>
		8-4-10

2nd Semester (Spring)		
ACC 121	Principles of Managerial Accounting	3-2-4
*CIS 110	Introduction to Computers	2-2-3
**ECO 151	Survey of Economics	<u>3-0-3</u>
		7/8-4-9/10

3rd Semester (Summer)		
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	<u>0-2-1</u>
		3-2-4

4th Semester (Fall)		
BUS 110	Introduction to Business	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
PSY 150	General Psychology	<u>3-0-3</u>
		9-0-9

5th Semester (Spring)		
BUS 115	Business Law I	3-0-3
PSY 150	General Psychology	3-0-3
	Major Elective	<u>3-0-3</u>
		6-0-6

Total Semester Hours Credit: 38/39

*Students may substitute CIS 111 (nontransferable).

**Students may substitute ECO 251 or ECO 252.

Business Administration

Credential: Manager Trainee Certificate C25120M0

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

Entrance Requirement: General Admissions Standards on page 6

Academic Standards: See General Academic Standards on page 16 (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 – Evening

Course Requirements for the Manager Trainee Certificate:

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 111	Basic PC Literacy	1-2-2

1st Semester (Fall)		
BUS 110	Introduction to Business	3-0-3
BUS 137	Principles of Management	<u>3-0-3</u>
		6-0-6

2nd Semester (Spring)		
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
CIS 111	Basic PC Literacy	<u>1-2-2</u>
		7-2-8

Total Semester Hours Credit: 14

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 on page 6

Academic Standards: See General Academic Standards on page 16

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 Program – Distance Education Option

Course Requirements for Entrepreneur Certificate

Required Major Core Courses (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	<u>4-0-4</u>
		10-2-11

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

Total Semester Hours Credit: 17

Computer Information Technology
Credential: Associate in Applied Science Degree
in Computer Information Technology
A2526000

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.

Course work 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.

Several pathways (tracks) are provided to allow students to specialize in a specific area of information systems that meets their needs and interests.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 4 semesters

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

Program Sites: Lee Campus - Day Program and Night “Career Centered” Flexible Program

Course Requirements for Computer Information Technology

A. General Education Courses (16 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
*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
***PSY 150	General Psychology	3-0-3

*Students may substitute any approved humanities elective.

**Students may substitute MAT 115.

***Students may substitute any approved Social/Behavioral Science elective.

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

*CIS 110	Introduction to Computers	2-2-3
**CTS 115	Information Systems Business Concept	3-0-3

***NET 110	Networking Concepts	2-2-3
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
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
CTS 289	System Support Project	1-4-3

*May substitute CIS 111 (2 SHC) – Nontransferable

**May substitute BUS 110 – Introduction to Business

***May substitute NET 125 – Networking Basics

Major Electives – Select Track of Study

Database Programming (15 SHC)

DBA 115	Database Applications	2-2-3
DBA 120	Database Programming I	2-2-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	Java Programming	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3

Network Technologist (15 SHC)

NOS 120	Linux/UNIX Single User	2-2-3
CTS 220	Advanced Hard/Software Support	2-3-3
NET 111	Internetwk Arch. and Design	2-2-3
NOS 231	Windows Administration II	2-2-3
CTS 286	Network Support	2-2-3

Software Specialist (16 SHC)

DBA 115	Database Applications	2-2-3
CSC 139	Visual Basic Programming	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3
WEB 140	Web Development Tools	2-2-3
CTS 135	Integrated Software Introduction	2-4-4

Web Development (15 SHC)

CSC 151	Java Programming	2-3-3
WEB 140	Web Development Tools	2-2-3
WEB 210	Web Design	2-2-3
WEB 285	Emerging Web Technologies	2-2-3
DME 115	Graphic Design Tools	2-2-3

Total Semester Credit Hours: 67

Semester Sequence for CIT Core Classes

1st Semester (16 SHC)

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
Gen. Ed.	Humanities or Social Science	3-0-3
CIS 110	Introduction to Computers	2-2-3
CTS115	Information Systems Business Concept	3-0-3
NOS 110	Operating System Concepts	2-3-3

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

3rd Semester (9 SHC)

Gen. Ed.	ENG114 or Humanities or Social Science	3-0-3
CTS 285	Systems Analysis and Design	3-0-3
NOS 230	Windows Administration I	2-2-3
Select Track		

4th Semester (9 SHC)

Gen. Ed.	ENG114 or Humanities or Social Science	3-0-3
CTS 289	System Support Project	1-4-3
SEC 110	Security Concepts	3-0-3
Select Track		

Semester Sequence for CIT Track Classes

Database Programming

3rd Semester (9 SHC)

CSC 139	Visual Basic Programming	2-3-3
DBA 115	Database Applications	2-2-3
NOS 120	Linux/UNIX Single User	2-2-3

4th Semester (6 SHC)

CSC 151	Java Programming	2-3-3
DBA 120	Database Programming I	2-2-3

Network Technologist

3rd Semester (9 SHC)

NOS 120	Linux/UNIX Single User	2-2-3
CTS 220	Adv. Hard/Software Support	2-3-3
NET 111	Internetwk Arch and Design	2-2-3

4th Semester (6 SHC)

NOS 231	Windows Administration II	2-2-3
CTS 286	Network Support	2-2-3

Software Specialist

3rd Semester (12 SHC)

DBA 115	Database Applications	2-2-3
CSC 139	Visual Basic Programming	2-3-3
NOS 120	Linux/UNIX Single User	2-2-3
WEB 140	Web Development Tools	2-2-3

4th Semester (4 SHC)

CTS 135	Integrated Software Introduction	2-4-4
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Web Development

3rd Semester (9 SHC)

WEB 140	Web Development Tools	2-2-3
WEB 210	Web Design	2-2-3
DME 115	Graphic Design Tools	2-2-3

4th Semester (6 SHC)

WEB 285	Emerging Web Technologies	2-2-3
CSC 151	Java Programming	2-3-3

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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 18.

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

CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
DBA 110	Database Concepts	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	Java Programming	2-3-3

(Select one)

DBA 115	Database Applications	2-2-3
DBA 120	Database Programming I	2-2-3

Total Semester Hours Credit: 18

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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

CIS 110	Introduction to Computers	2-2-3
DBA 110	Database Concepts	2-3-3
CTS 135	Integrated Software Introduction	2-4-4
NOS 110	Operating System Concepts	2-3-3

(Select one)		
WEB 140	Web Development Tools	2-2-3
CSC 139	Visual Basic Programming	2-3-3

Total Semester Hours Credit: 16

**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 on page 6

Academic Standards: See General Academic Standards on page 16

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

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

Total Semester Hours Credit: 12

**Computer Information Technology
Credential: Network Technologist Certificate
C25260NT**

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 2 semesters

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

Program Sites: Lee Campus - Day Program

Students will learn skills necessary for an entry-level PC/networking technician, including PC installation, maintenance, and repair, and network installation, maintenance, and trou-

bleshooting. The primary emphasis of the curriculum is to provide students with entry-level to intermediate knowledge of these topics.

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

Course Requirements for Network Technician Certificate

CIS 110	Introduction to Computers	2-2-3
NET 110	Networking Concepts	2-2-3
CTS 120	Hardware/Software Support	2-3-3
NET 111	Internetwk Arch and Design	2-2-3
CTS 220	Advanced Hard/Software Support	2-3-3

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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
NOS 110	Operating System Concepts	2-3-3
NET 110	Networking Concepts	2-2-3
CTS 120	Hardware/Software Support	2-3-3
CTS 220	Advanced Hard/Software Support	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
A2512C00**

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.

Course work 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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)

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3

*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (33-34 SHC)

Required Courses (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
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

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 (25 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
ISC 215	Job Analysis and Evaluation	3-0-3
	Electives	5-0-5

Major Electives (A minimum of 5 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 260	Business Communication	3-0-3
BUS 257	Testing and Assessment	3-0-3
CTS 130	Spreadsheet I	2-2-3
ISC 131	Quality Management	3-0-3

Total Semester Hours Credit: 73-75

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

1st Semester (Fall)

BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 256	Recruiting, Selecting and Personnel Plng.	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
ECO 151	Survey of Economics	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 exit with a diploma

5th Semester (Spring)

BUS 151	People Skills	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
ISC 215	Job Analysis and Evaluation	3-0-3

MAT 140	Survey of Mathematics	<u>3-0-3</u>
12-0-12		
6th Semester (Summer)		
COE 111	Co-op Work Experience I	0-10-1
	Major Elective	<u>3-0-3</u>
3-10-4		
7th Semester (Fall)		
ACC 120	Principles of Financial Accounting	3-2-4
ENG 114	Professional Research and Reporting	3-0-3
PSY 150	General Psychology	<u>3-0-3</u>
9-2-10		
8th Semester (Spring)		
BUS 259	HRM Applications	3-0-3
BUS 261	Diversity in Management	3-0-3
	Major Elective	<u>3-0-3</u>
9-0-9		

Total Semester Hours Credit: 73-75

*Students may substitute any approved humanities elective.

**Students may substitute MAT 115 (nontransferable).

*** Students may substitute CIS 111 (nontransferable).

Human Resources Management Concentration Credential: Diploma in Human Resources Management D2512C00

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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)

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
*HUM 115	Critical Thinking	3-0-3

B. Required Major Core Courses (32/33 SHC)

Required Courses (23/24 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)

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	<u>2-2-3</u>
11-2-12		

2nd Semester (Spring)

BUS 153	Human Resource Management	3-0-3
BUS 217	Employment Law and Regulations	3-0-3
ECO 151	Survey of Economics	<u>3-0-3</u>
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	<u>0-2-1</u>
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	<u>3-0-3</u>
12-0-12		

*Students may substitute any approved humanities elective.

**Students may substitute CIS 111 (nontransferable).

Human Resource Management Concentration Credential: Human Resources Management Certificate C2512C00

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.

Entrance Standards: See General Admission Standards on page 6
 Academic Standards: See General Academic Standards on page 16
 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	<u>3-0-3</u>
		9-0-9
2nd Semester (Spring)		
BUS 217	Employment Law and Regulations	3-0-3
	Major Electives	<u>6-0-6</u>
		9-0-9

Total Semester Hours Credit: 18

**Medical Office Administration
 Credential: Associate in Applied Science Degree
 in Medical Office Administration
 A2531000**

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work 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.

Entrance Standards: See General Admission Standards on page 6
 Academic Standards: See General Academic Standards on page 16

Program Length: 5 semesters
 Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration
 Program Sites: Lee and Harnett Campus - Day, Harnett - 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
ENG 115	Oral Communication	3-0-3
*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
***PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (25 SHC)		
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 137	Office Software Applications.	1-2-2
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 289	Office Systems Management	2-2-3

C. Other Major Courses Required for Graduation (28 SHC)		
****CIS 110	Introduction to Computers	2-2-3
COE 111	Co-op Work Experience I	0-10-1
OST 132	Keyboard Skill Building	1-2-2
OST 136	Word Processing	1-2-2
OST 162	Executive Terminology	3-0-3
OST 181	Introduction to Office Systems	2-2-3
OST 184	Records Management	1-2-2
OST 223	Machine Transcription I	1-2-2
OST 236	Advanced Word/Information Processing	2-2-3
OST 241	Medical Office Transcription I	1-2-2
	Major Electives	5-0-5

Major Elective Listing (Choose a minimum of 5 SHC)		
ACC 115	College Accounting	3-2-4
OST 242	Medical Office Transcription II	1-2-2
OST 248	Diagnostic Coding	1-2-2
OST 281	Emerging Issues in Medical Office	3-0-3
OST 285	Adv. Emerging Issues in Medical Office	3-0-3
SPA 111	Elementary Spanish I	3-0-3

Total Semester Hours Required for Graduation: 68/69

Semester Curriculum for Medical Office Administration

1st Semester (Fall)		
****CIS 110	Introduction to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 115	Oral Communication	3-0-3
OST 162	Executive Terminology	3-0-3
OST 131	Keyboarding	1-2-2
***PSY 150	General Psychology	<u>3-0-3</u>
		15-6-18

2nd Semester (Spring)		
OST 181	Introduction to Office Systems	2-2-3
OST 132	Keyboard Skill Building	1-2-2
OST 134	Text Entry and Formatting	2-2-3

OST 136	Word Processing	1-2-2
OST 137	Office Software Applications	1-2-2
OST 164	Text Editing Applications	3-0-3
OST 184	Records Management	<u>1-2-2</u>
		11-12-17
3rd Semester (Summer)		
OST 223	Machine Transcription I	1-2-2
OST 236	Advanced Word/Information Processing	2-2-3
OST 289	Office Systems Management	<u>2-2-3</u>
		5-6-8
4th Semester (Fall)		
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
	Major Elective	<u>3-0-3</u>
		12-0-12
5th Semester (Spring)		
COE 111	Co-op Work Experience I	0-10-1
OST 142	Medical Terms II-Medical Office	3-0-3
OST 241	Medical Office Transcription I	1-2-2
*HUM 115	Critical Thinking	3-0-3
**MAT 115	Mathematical Models	2-2-3
	Major Elective	<u>1-2-2</u>
		10-16-14

Total Semester Hours Credit: 68/69

- *Students may substitute any approved humanities elective.
- **Students may substitute MAT 115 (nontransferable).
- ***Students may substitute any approved Social/Behavioral Science course.
- ****Students may substitute CIS 111 (nontransferable).

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Entrance Standards specific to Medical Transcription Certificate Program: Required keyboarding skills (40-50 words per minimum (WPM) minimum)

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 Site: Distance Program

Course Requirements for Medical Transcription Certificate

Required Major Core Courses (16 SHC)		
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 241	Medical Office Transcription I	1-2-2
OST 242	Medical Office Transcription II	1-2-2
OST 281	Emerging Issues in Medical Office	3-0-3
OST 285	Adv. Emerging Issues in Medical Office	3-0-3
		14-4-16
Total Semester Hours Credit Required for Graduation: 16 SHC		

Semester Curriculum for Medical Transcription Certificate

1st Semester (Fall)

OST 141	Medical Terms I- Medical Office	3-0-3
OST 241	Medical Office Transcription I	1-2-2
OST 281	Emerging Issues in Medical Office	<u>3-0-3</u>
		7-2-8

2nd Semester (Spring)

OST 142	Medical Terms II-Medical Office	3-0-3
OST 242	Medical Office Transcription II	1-2-2
OST 285	Adv. Emerging Issues in Medical Office	<u>3-0-3</u>
		7-2-8

Total Semester Hours Credit: 16 SHC

Network Technology

Credential: Associate in Applied Science Degree in Network Technology A2534000

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.

Course work 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 4 semesters

Career Pathway Options: Specialized Networking Certificate Programs

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

Course Requirements for Network Technology Degree

A. General Education Courses (16 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
**HUM 115	Critical Thinking	3-0-3
***PSY 150	General Psychology	3-0-3

B. Required Courses (45 SHC):

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

Required Subject Areas:

Basic Computer Skills. Select one:

CIS110	Introduction to Computers	2-2-3
CIS 111	Basic PC Literacy	1-2-2

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
NOS 230	Windows Administration I	2-2-3

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: 66/67

Semester Curriculum for Networking Technology

1st Semester (18 SHC)

CIS 110	Introduction to Computers	2-2-3
CTS 115	Information Systems Business Concepts	3-0-3
MAT 140	Survey of Mathematics	3-0-3
NET 125	Networking Basics (Part of CCNA/Network +)	1-4-3

NOS 110	Operating Systems Concepts (Part of A+/MCDST)	2-3-3
SEC 110	Security Concepts (Security +)	3-0-3
		14-9-18

2nd Semester (18 SHC)

CIS 115	Programming/Logic Concepts	2-3-3
CTS 120	Hardware/Software Support (Part of A+/MCDST)	2-3-3
DBA 110	Database Concepts	2-3-3
NET 126	Routing Basics (Part of CCNA/Network +)	1-4-3
NOS 120	Linux /UNIX Single User (Linux +)	2-2-3
NOS 130	Windows Single User (MCP)	2-2-3
		11-17-18

3rd Semester (16 SHC)

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
HUM	Humanities Elective	3-0-3
NET 225	Routing and Switching I (Part of CCNA/Network +)	1-4-3
NOS 220	Linux/UNIX Administration I (CLP) Option/Elective	2-2-3
		3
		12-8-16

4th Semester (15 SHC)

ENG 114	Professional Research and Reporting (prefer ENG 113)	3-0-3
NET 226	Routing and Switching II (Part of CCNA/Network +)	1-4-3
NET 289	Networking Project	1-4-3
Gen. Ed.	Social/Behavioral Sciences Elective Option / Elective	3-0-3
		3
		11-8-15

Total Semester Hours Credit: 67

*Students may substitute MAT 115 or MAT 161

**Students may substitute any approved Humanities

***Students may substitute any approved Social/Behavioral Science

Network 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.

Course work 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.

Entrance Standards: See General Admissions Standards on page 6
 Academic Standards: See General Academic Standards on page 16
 Program Length: 2 Semesters
 Career Pathway Options: Associate in Applied Science Degree in Network Technology.
 Program Sites: Program Sites: Lee Campus - Day Program and Night "Career Centered" Flexible Program

Course Requirements for Network Infrastructure Certificate

Required Major Core Courses (12 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

**Network 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.

Course work 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 Network Technology. Students must meet the higher entrance requirements.

Entrance Standards: See General Admissions Standards on page 6
 Academic Standards: See General Academic Standards on page 16
 Program Length: 2 semesters
 Career Pathway Options: Associate in Applied Science Degree in Network Technology.
 Program Sites: Program Sites: Lee Campus - Day Program and Night "Career Centered" Flexible Program

Course Requirements for Network Security Certificate

Required Major Core Courses (12 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

**Network Technology
 Credential: Wireless Networking Certificate
 C25340WN**

The Wireless Networking Certificate is a certificate under the curriculum title of Network 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.

Course work 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.

Entrance Standards: See General Admissions Standards on page 6
 Academic Standards: See General Academic Standards on page 16
 Program Length: 2 semesters
 Career Pathway Options: Associate in Applied Science Degree in Network Technology
 Program Sites: Program Sites: Lee Campus – Night Program

Course Requirements for Wireless Networking Certificate

Required Major Core Courses (12 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

**Network Technology
 Credential: Small Office / Home Office
 Certificate (SOHO)
 C25340SH**

The Small Office / Home Office Certificate (SOHO) is a certificate under the curriculum title of Network 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.

Course work 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.

Entrance Standards: See General Admissions Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 2 semesters

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

Program Sites: Program Sites: Lee Campus – Night Program

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

Required Major Core Courses (12 SHC)

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 113	Home Automation Systems	2-2-3
NET 175	Wireless Technologies	2-2-3
		6-12-12

Total Semester Hours Credit: 12

Network Technology

Credential: Voice Over IP Certificate C25340TL

The Voice Over IP Certificate is a certificate under the curriculum title of Network 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.

Course work 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.

Entrance Standards: See General Admissions Standards on page 6

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Academic Standards: See General Academic Standards on page 16

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Network Technology.

Program Sites: Program Sites: Lee Campus – Night Program

Course Requirements for Voice Over IP Certificate

Required Major Core Courses (15 SHC)

CIS 110	Introduction to Computers	2-2-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NET 116	Fund of Voice/Data Cable	2-2-3
NET 230	Wide Area Networking	2-2-3
		8-14-15

Total Semester Hours Credit: 15

Office Systems Technology

Credential: Associate in Applied Science Degree in Office Systems Technology A2536000

The Office Systems Technology 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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 Systems 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 115	Oral Communication	3-0-3
*HUM 115	Critical Thinking	3-0-3
**MAT 115	Mathematical Models	2-2-3
***PSY150	General Psychology	3-0-3

B. Required Major Core Courses (13-14 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	1-2-2

OST 289 Office Systems Management 2-2-3

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
 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 1-2-2
 OST 137 Office Software Applications 1-2-2
 OST 138 Advanced Software Application 2-2-3
 OST 141 Medical Terms I-Medical Office 3-0-3
 OST 162 Executive Terminology 3-0-3
 OST 181 Introduction to Office Systems 2-2-3
 OST 223 Machine Transcription I 1-2-2
 OST 233 Office Publications Design 2-2-3
 OST 236 Advanced Word/Information Processing 2-2-3

Total Semester Hours Credit Required for Graduation: 69/70

Semester Curriculum for Office Systems Technology 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
 ENG 115 Oral Communication 3-0-3
 OST 131 Keyboarding 1-2-2
 OST 162 Executive Terminology 3-0-3
 ***PSY 150 General Psychology 3-0-3
 15-6-18

2nd Semester (Spring)

OST 181 Introduction to Office Systems 2-2-3
 OST 132 Keyboard Skill Building 1-2-2
 OST 134 Text Entry and Formatting 2-2-3
 OST 136 Word Processing 1-2-2
 OST 137 Office Software Applications 1-2-2
 OST 164 Text Editing Applications 3-0-3
 OST 184 Records Management 1-2-2
 11-12-17

3rd Semester (Summer)

OST 223 Machine Transcription I 1-2-2
 OST 236 Advanced Word/Information Processing 2-2-3
 OST 289 Office Systems Management 2-2-3
 5-6-8

4th Semester (Fall)

ACC 115 College Accounting 3-2-4
 OST 135 Advanced Text Entry and Format 3-2-4
 OST 141 Medical Terms I-Medical Office 3-0-3
 OST 233 Office Publications Design 2-2-3
 11-6-14

5th Semester (Spring)

BUS 115 Business Law 3-0-3
 COE 111 Co-op Work Experience I 0-10-1
 *HUM 115 Critical Thinking 3-0-3
 **MAT 115 Mathematical Models 2-2-3
 OST 138 Advanced Software Applications 2-2-3
 10-14-13

Total Semester Hours Credit: 69/70

*Students may substitute any approved humanities course.

**Students may substitute MAT 140.

*** Students may substitute any approved Social/Behavioral Science course.

****Students may substitute CIS 111 (nontransferable).

Office Systems Technology

Credential: Office Systems Technology Diploma D2536000

The Office Systems Technology 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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

Course Requirements for Office Systems Technology 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
 ENG 115 Oral Communication 3-0-3
 *PSY 150 General Psychology 3-0-3

B. Required Major Core Courses (13-14 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 1-2-2
 OST 289 Office Systems Management 2-2-3

C. Other Major Hours Required for Graduation (19 SHC)

OST 131 Keyboarding 1-2-2
 OST 132 Keyboard Skill Building 1-2-2
 OST 136 Word Processing 1-2-2
 OST 137 Office Software Applications 1-2-2
 OST 162 Executive Terminology 3-0-3
 OST 181 Introduction to Office Systems 2-2-3
 OST 223 Machine Transcription I 1-2-2
 OST 236 Advanced Word/Information Processing 2-2-3

Total Semester Hours Credit Required for Graduation: 42

Semester Curriculum for Office Systems Technology 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
ENG 115	Oral Communication	3-0-3
*PSY 150	General Psychology	3-0-3
OST 131	Keyboarding	1-2-2
OST 162	Executive Terminology	<u>3-0-3</u>
		15-6-18
2nd Semester (Spring)		
OST 132	Keyboard Skill Building	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	1-2-2
OST 137	Office Software Applications	1-2-2
OST 164	Text Editing Applications	3-0-3
OST 181	Introduction to Office Systems	2-2-3
OST 184	Records Management	<u>1-2-2</u>
		11-12-17
3rd Semester (Summer)		
OST 223	Machine Transcription I	1-2-2
OST 236	Advanced Word/Information Processing	2-2-3
OST 289	Office Systems Management	<u>2-2-3</u>
		5-6-8

Total Semester Hours Credit: 42/43

*Students may substitute any approved Social/Behavioral Science course.

**Students may substitute CIS 111 (nontransferable).

Office Systems Technology Credential: Information and Word Processing Certificate C25360W0

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 Systems Technology and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the diploma/degree program.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 2 semesters

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

Program Site: Lee Campus and Harnett Campus Day and Selected Distance Courses

Course Requirements for Information and Word Processing Certificate

General Education Required Courses (3 SHC)		C-L-SHC
ENG 115	Oral Communication	3-0-3
Required Major Core Courses (12 SHC)		
CIS 111	Basic PC Literacy	1-2-2
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	1-2-2
OST 236	Advanced Word/Information Processing	2-2-3

Total Semester Hours Credit Required for Graduation: 15

Office Systems Technology Credential: Receptionist Certificate C25360R0

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 Systems Technology and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the degree/diploma program.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 2 semesters

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

Program Site: Lee Campus and Harnett Campus Day and Selected Distance Courses

Course Requirements for Receptionist Certificate

A. General Education Required Courses (3 SHC)		C-L-SHC
ENG 115	Oral Communication	3-0-3
B. Required Major Core Courses (14 SHC)		
CIS 111	Basic PC Literacy	1-2-2
OST 131	Keyboarding	1-2-2
OST 134	Text Entry and Formatting	2-2-3
OST 136	Word Processing	1-2-2
OST 162	Executive Terminology	3-0-3
OST 184	Records Management	1-2-2

Total Semester Hours Credit Required for Graduation: 17

Operations Management
Credential: Associate in Applied Science Degree
in Operations Management
A2512G00

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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
*HUM 110	Technology and Society	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (33-34 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 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

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
OMT 112	Materials Management	3-0-3
OMT 260	Issues in Operations Management	3-0-3

C. Other Major Hours Required for Graduation (21 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
ISC 221	Statistical Quality Control	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
**MAT 140	Survey of Mathematics	3-0-3
BUS 137	Principles of Management	3-0-3
***CIS 110	Introduction to Computers	2-2-3
ISC 131	Quality Management	3-0-3
		9/10-2-11/12

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
MKT 120	Principles of Marketing	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		9-2-10

4th Semester (Fall)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 115	Business Law I	3-0-3
BUS 260	Business Communication	3-0-3
****ECO 151	Survey of Economics	3-0-3
		12-2-13

5th Semester (Spring)		
BUS 153	Human Resource Management	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
OMT 112	Materials Management	3-0-3
BUS 240	Business Ethics	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)		
*HUM 110	Technology and Society	3-0-3
OMT 260	Issues in Operations Management	3-0-3
*****PSY 150	General Psychology	3-0-3
		9-0-9

Total Semester Hours Credit: 70/71

*Students may substitute any approved humanities course.
 ** Students may substitute MAT 115 (non transferable).
 ***Students may substitute CIS 111 (non transferable).
 **** Students may substitute ECO 251 or ECO 252.
 *****Students may substitute any approved Social/Behavioral Science elective.

Operations Management

Credential: Operations Management Diploma D2512G00

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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16

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)		
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
BUS 153	Human Resource Management	3-0-3
**ECO 151	Survey of Economics	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 218	Developing Team Performance	3-0-3
OMT 112	Materials Management	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	<u>3-0-3</u>
		8-2-9

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	<u>3-0-3</u>
		12-2-13

3rd Semester (Summer)		
ISC 210	Operation and Production Planning	3-0-3
OMT 218	Developing Team Performance	<u>3-0-3</u>
		6-0-6

4th Semester (Fall)		
ACC 120	Principal of Financial Accounting	3-2-4
BUS 115	Business Law I	3-0-3
**ECO 151	Survey of Economics	<u>3-0-3</u>
		9-2-10

5th Semester (Spring)		
OMT 112	Materials Management	3-0-3
BUS 153	Human Resource Management	<u>3-0-3</u>
		6-0-6

Total Semester Hours Credit: 43/44

* Students may substitute MAT 115 (Nontransferable)

**Students may substitute ECO 251 or ECO 252.

*** Students may substitute CIS 111 (Nontransferable)

Operations Management

Credential: Operations Management Certificate C2512G00

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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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
ISC 131	Quality Management	3-0-3
ISC 121	Environmental Health and Safety	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
OMT 218	Developing Team Performance	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Semester Curriculum for Operations Management Certificate

1st Semester (Fall)		C-L-SHC
BUS 137	Principles of Management	3-0-3
ISC 131	Quality Management	<u>3-0-3</u>
		6-0-6

2nd Semester (Spring)		
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
		6-0-6
3rd Semester (Summer)		
ISC 121	Environmental Health and Safety	3-0-3
OMT 218	Developing Team Performance	3-0-3
		6-0-6

Total Semester Hours Credit: 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

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 210	Operations and Production Planning	3-0-3
ISC 131	Quality Management	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

A2538000

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.

Course work 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.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 5 semesters

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

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

Course Requirements for Paralegal Technology Degree

A. General Education Courses (19 SHC)		C-L-SHC
COM 231	Public Speaking	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	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

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 180	Case Analysis and Reasoning	1-2-2
**MAT 140	Survey of Mathematics	3-0-3
		11-6-14

2nd Semester (Spring)		
CIS 110	Introduction to Computers	2-2-3
ENG 114	Professional Research and Reporting	3-0-3
*HUM 115	Critical Thinking	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
PSY 150	General Psychology	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 170	Administrative Law	2-0-2
LEX 210	Real Property I	3-0-3
LEX 250	Wills, Estates, and Trustees	2-2-3
		14-6-17

5th Semester (Spring)		
COE 111	Co-op Work Experience I	0-10-1
COM 231	Public Speaking	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 any approved humanities course.

** Students may substitute MAT 115 (nontransferable)

Paralegal Technology

Credential: Paralegal Technology Diploma

D2538000

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.

Entrance Standards: See General Admission Standards on page 6

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

Academic Standards: See General Academic Standards on page 16

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 Campus - Day Program, Selected Distance Courses

Course Requirements for Paralegal Technology Diploma

A. 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

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

Public Administration Concentration

Credential: Associate in Applied Science Degree in Public Administration

A2512H00

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application in personnel administration, decision making, ethics, organizational theories, and budgetary and other governmental issues. Emphasis is placed on building analytical skills, stimulating

moral imagination, and recognizing the discretionary power of the administrator's role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

Entrance Standards: See General Admission Standards on page 6

Academic Standards: See General Academic Standards on page 16

Program Length: 4 semesters

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

Program Sites: Distance Education – hybrid courses at selected campuses

Course Requirements for Public 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
*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (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

Concentration (12 SHC)

PAD 151	Introduction to Public Administration	3-0-3
PAD 152	Ethics in Government	3-0-3
PAD 251	Public Finance and Budgeting	3-0-3
PAD 252	Public Policy Analysis	3-0-3

C. Other Major Hours Required (18 SHC)

PAD 254	Grant Writing	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 260	Business Communication	3-0-3
POL 120	American Government	3-0-3
POL 130	State and Local Government	3-0-3
	Major Elective	3-0-3

Major Elective Course Listing (Select 3 SHC hours)

BUS 151	People Skills	3-0-3
BUS 110	Introduction to Business	3-0-3
BUS 116	Business Law II	3-0-3
BUS 252	Labor Relations	3-0-3
BUS 255	Organizational Behavior	3-0-3
CTS 130	Spreadsheet	2-2-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
INT 110	International Business	3-0-3

SPA 111 Elementary Spanish I 3-0-3

Total Semester Hours Credit Required for Graduation: 65

Semester Curriculum for Public Administration Degree

1st Semester (Fall)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
PAD 151	Introduction to Public Administration	3-0-3
PSY 150	General Psychology	3-0-3
****ECO 151	Survey of Economics	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		15-4-17

2nd Semester (Spring)

PAD 152	Ethics in Government	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
ENG 114	Professional Research and Reporting	3-0-3
*HUM 115	Critical Thinking	3-0-3
		16/17-2-17/18

3rd Semester (Fall)

PAD 251	Public Finance and Budgeting	3-0-3
POL 120	American Government	3-0-3
BUS 260	Business Communication	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
MKT 120	Principles of Marketing	3-0-3
		15-0-15

4th Semester (Spring)

BUS 153	Human Resource Management	3-0-3
POL 130	State and Local Government	3-0-3
PAD 252	Public Policy Analysis	3-0-3
PAD 254	Grant Writing	3-0-3
	Major Electives	3-0-3
		15-0-15

Total Semester Hours Credit: 64/65

*Student may substitute any approved humanities elective

**Students may substitute MAT 115 (nontransferable)

***Student may substitute CIS 111 (nontransferable)

****Students may substitute ECO 251 or ECO 252.

Public Administration Concentration

Credential: Public Administration Certificate C2512H00

This certificate program is designed to prepare students in the basic aspects of public administration. Emphasis is placed on practical applications of public policy, budgetary decision making, ethics, grant processes, and other related topics. This credential prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Public Administration.

Entrance Standards: See General Admissions Standards on page 6

Academic Standards: See General Academic Standards on page 16 (No Placement testing is required for this certificate program.)

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science

Degree in Public Administration

Program Sites: Distance Education – hybrid courses at selected campuses

Course Requirements for the Public Administration

Certificate:

BUS 137	Principles of Management	3-0-3
PAD 152	Ethics in Government	3-0-3
PAD 251	Public Finance and Budgeting	3-0-3
PAD 252	Public Policy Analysis	3-0-3
PAD 254	Grant Writing	3-0-3

Total Semester Hours Credit: 15

Commercial and Artistic Production Technologies

Broadcasting Production Technology

Credential: Associate in Applied Science Degree in Broadcasting Production Technology

A3012000

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.

Entrance Standards: See General Admission Standards on page 6 (Gen. Info section).

Academic Standards: See General Academic Standards on page 16 (Gen. Info section).

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

Course Requirements for Broadcasting Production 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
*HUM 220 Human Values and Meaning	3-0-3
**MAT 140 Survey of Mathematics	3-0-3
***POL 130 State and Local Government	3-0-3
* Students may substitute any approved humanities course.	
** Students may substitute MAT 115 (nontransferable).	
***Students may substitute any approved social/behavioral science.	

B. Required Major Core Courses (13 SHC)

BPT 110 Introduction to Broadcasting	3-0-3
BPT 111 Broadcast Law and Ethics	3-0-3
BPT 112 Broadcast Writing	3-2-4
BPT 113 Broadcast Sales	3-0-3

C. Other Major Hours Required for Graduation (40 SHC)

BPT 121 Broadcast Speech I	2-3-3
BPT 122 Broadcast Speech II	2-3-3
BPT 131 Audio/Radio Production I	2-6-4
BPT 132 Audio/Radio Production II	2-6-4
BPT 135 Radio Performance I	0-6-2
BPT 210 Broadcast Management	3-0-3
BPT 215 Broadcast Programming	3-0-3
BPT 231 Video/TV Production I	2-6-4

BPT 232 Video/TV Production II	2-6-4
BPT 235 TV Performance I	0-6-2
BPT 250 Institutional Video	2-3-3
CIS 110 Introduction to Computers	2-2-3
COE 111 Co-op Work Experience I	0-10-1
COE 121 Co-op Work Experience II	0-10-1

Total Semester Hours Credit Required for Graduation: 69

Semester Curriculum for Broadcasting Production Technology Degree

Sequence Beginning with Television

1st Semester (Fall)	C-L-SHC
BPT 110 Introduction to Broadcasting	3-0-3
BPT 111 Broadcast Law and Ethics	3-0-3
BPT 121 Broadcast Speech I	2-3-3
BPT 231 Video/TV Production I	2-6-4
BPT 235A TV Performance I-A	0-3-1
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	<u>0-2-1</u>
	13-14-18

2nd Semester (Spring)

BPT 112 Broadcast Writing	3-2-4
BPT 113 Broadcast Sales	3-0-3
BPT 122 Broadcast Speech II	2-3-3
BPT 232 Video/TV Production II	2-6-4
BPT 235B TV Performance I-B	0-3-1
***POL 130 State and Local Government	<u>3-0-3</u>
	13-14-18

3rd Semester (Summer)

COE 121 Co-op Work Experience I	0-10-1
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Students May Exit with a Diploma in Television Production Technology

4th Semester (Fall)

BPT 131 Audio/Radio Production I	2-6-4
BPT 135A Radio Performance IA	0-3-1
BPT 210 Broadcast Management	3-0-3
BPT 215 Broadcast Programming	3-0-3
CIS 110 Introduction to Computers	2-2-3
ENG 114 Professional Research and Reporting	<u>3-0-3</u>
	13-11-17

5th Semester (Spring)

BPT 132 Audio/Radio Production II	2-6-4
BPT 135B Radio Performance IB	0-3-1
BPT 250 Institutional Video	2-3-3
*HUM 220 Human Values and Meaning	3-0-3
**MAT 140 Survey of Mathematics	<u>3-0-3</u>
	10-12-14

6th Semester (Summer)

COE 111 Co-op Work Experience II	0-10-1
	0-10-1

* Students may substitute any approved humanities course.

** Students may substitute MAT 115 (nontransferable).

***Students may substitute any approved social/behavioral science.

Total Semester Hours Credit: 69

Semester Curriculum for Broadcasting Production Technology Degree