### Business Technologies

**Business Administration**

**Credential:** Associate in Applied Science

**Degree in Business Administration**

(General Business Administration Track)

#### A25120

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

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

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

**Program Length:** 5 semesters

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

**Program Sites:** Lee Main Campus - Day Program Selected Evening Courses; Harnett Main Campus – Selected Daytime Courses; Distance Education

### Course Requirements for Business Administration

**Degree—General Business Administration and Human Resource Management Tracks**

1. **General Education Requirements (15 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>HUM 110</td>
<td>Technology and Society</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>Quantitative Literacy</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

2. **Major Requirements (22 SHC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 120</td>
<td>Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Business Law I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 137</td>
<td>Principles of Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>MKT 120</td>
<td>Principles of Marketing</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>
Economics Requirement—Take one course (3 SHC)
ECO 151 Survey of Economics 3-0-3
ECO 251 Principles of Microeconomics 3-0-3
ECO 252 Principles of Macroeconomics 3-0-3

3. Concentration Requirements (12 SHC)
BUS 125 Personal Finance 3-0-3
BUS 153 Human Resource Management 3-0-3
BUS 225 Business Finance 2-2-3
BUS 240 Business Ethics 3-0-3

4. Other Major Requirements (15 SHC)
ACC 121 Principles of Managerial Accounting 3-2-4
BUS 260 Business Communication 3-0-3
MKT 223 Customer Service 3-0-3
WBL 111 Work-Based Learning I 0-10-1

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

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

Technical Electives* (Choose 4 SHC for either track selected)
ACC 121 Principles of Managerial Accounting 3-2-4
ACC 122 Principles of Financial Accounting II 3-0-3
ACC 129 Individual Income Taxes 2-2-3
ACC 130 Business Income Taxes 2-2-3
ACC 140 Payroll Accounting 1-3-2
ACC 150 Accounting Software Applications 1-3-2
BUS 116 Business Law II 3-0-3
BUS 151 People Skills 3-0-3
BUS 228 Business Statistics 2-2-3
BUS 255 Organizational Behavior in Business 3-0-3
BUS 270 Professional Development 3-0-3
BUS 280 REAL Small Business 4-0-4
CHI 111 Elementary Chinese I 3-0-3
CTS 130 Spreadsheet 2-2-3
ECO 151 Survey of Economics 3-0-3
ECO 251 Principles of Microeconomics 3-0-3
ECO 252 Principles of Macroeconomics 3-0-3
INT 110 International Business 3-0-3
MKT 123 Fundamentals of Selling 3-0-3
MKT 220 Advertising and Sales Promotion 3-0-3
MKT 232 Social Media Marketing 3-2-4
WEB 214 Social Media 2-2-3
BUS 225 Business Finance 2-2-3
BUS 240 Business Ethics 3-0-3
BUS 260 Business Communication 3-0-3
HMT 110 Intro to Healthcare Mgmt 3-0-3

Business Administration
Credential: Diploma in Business Administration
(General Business Administration Track)
D25120M0

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

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

Course Requirements for Business Administration Diploma—General Business Administration Track
1 General Education Requirements (6 SHC) C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
Mathematics, take one course:
MAT 110 Math Measurement & Literacy 2-2-3
MAT 143 Quantitative Literacy 2-2-3
2. Major Requirements (22 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
BUS 110 Introduction to Business 3-0-3
BUS 115 Business Law I 3-0-3
BUS 137 Principles of Management 3-0-3
CIS 110 Introduction to Computers 2-2-3
MKT 120 Principles of Marketing 3-0-3
Economics Requirement; Take one course
ECO 151 Survey of Economics 3-0-3
ECO 251 Prin of Microeconomics 3-0-3
ECO 252 Prin of Macroeconomics 3-0-3
3. Concentration Requirements (3 SHC)
BUS 125 Personal Finance 3-0-3
4. Other Major Requirements (4 SHC)
ACC 121 Principles of Managerial Accounting 3-2-4
ACC-122 Prin of Financial Acct II 3-0-3
ACC 129 Individual Income Taxes 2-2-3
ACC 130 Business Income Taxes 2-2-3
ACC 140 Payroll Accounting 1-3-2
MKT 150 Accounting Software Appl 1-3-2
BUS 116 Business Law II 3-0-3
BUS 255 Org Behavior in Business 3-0-3
BUS 270 Professional Development 3-0-3
BUS 280 REAL Small Business 4-0-4
CHI 111 Elementary Chinese I 3-0-3
ECO 151 Survey of Economics 3-0-3
ECO 251 Prin of Microeconomics 3-0-3
ECO 252 Prin of Macroeconomics 3-0-3
INT 110 International Business 3-0-3
MKT 123 Fundamentals of Selling 3-0-3
MKT 220 Advertising and Sales Promotion 3-0-3
MKT 232 Social Media Marketing 3-2-4

4. Concentration Requirements (3 SHC)
BUS 151 Customer Service 3-0-3
BUS 153 Introduction to Computers 2-2-3
BUS 154 Principles of Management 3-0-3
CUS 110 Principles of Financial Accounting 3-0-3
INT 110 Introduction to Computers 2-2-3
MKT 220 Advertising and Sales Promotion 3-0-3

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

Total Semester Hours Credit Required for Graduation: 36

Business Administration
Credential: Manager Trainee Certificate
C25120M0

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

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

Course Requirements for the Manager Trainee Certificate:

1. Major Requirements (9 SHC)
BUS 110 Introduction to Business 3-0-3
BUS 137 Principles of Management 3-0-3
CIS 110 Introduction to Computers 2-2-3

2. Concentration Requirements (3 SHC)
BUS 153 Human Resource Management 3-0-3

3. Other Major Requirements (6 SHC)
BUS 151 People Skills 3-0-3
MKT 223 Customer Service 3-0-3

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Entrepreneur Certificate
C25120E0

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

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration (Higher entrance standards required)
Program Sites: Lee Campus – Day and Evening; Harnett Campus – selected day; Distance Education

Course Requirements for Entrepreneur Certificate

1. Major Requirements (13 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
BUS 137 Principles of Management 3-0-3
CIS 110 Introduction to Computers 2-2-3
MKT 120 Principles of Marketing 3-0-3

2. Other Major Requirements (4 SHC)
BUS 280 REAL Small Business 4-0-4

Total Semester Hours Credit Required for Graduation: 17

Business Administration
Credential: Retail Management Certificate
C25120RM

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

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

Course Requirements for Retail Management Certificate

1. Major Requirements (9 SHC)
BUS 100 Introduction to Business 3-0-3
BUS 137 Principles of Management 3-0-3
CIS 110 Introduction to Computers 2-2-3

2. Concentration Requirements (3 SHC)
BUS 153 Human Resource Management 3-0-3

3. Other Major Requirements (6 SHC)
BUS 151 People Skills 3-0-3
MKT 223 Customer Service 3-0-3

Total Semester Hours Credit Required for Graduation: 18
Course Requirements for the Retail Management Certificate Trainee Certificate: C-L-SHC

1. Major Requirements (7 SHC)
   ACC 120 Principles of Financial Accounting 3-2-4
   BUS 137 Principles of Management 3-0-3

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

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Social Media Marketing Certificate C25120SO

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

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

Course Requirements for Business Administration Degree—Human Resource Management Tracks

1. General Education Requirements (15 SHC) C-L-SHC
   ENG 111 Writing and Inquiry 3-0-3
   Humanities/Fine Arts Requirement 3-0-3
   Social/Behavioral Science Requirement 3-0-3
   Communications: Take one course:
   ENG 112 Writing/Research in the Disciplines 3-0-3
   ENG 114 Professional Research and Reporting 3-0-3
   ENG 115 Oral Communication 3-0-3
   ENG 116 Technical Report Writing 3-0-3
   COM 110 Introduction to Communication 3-0-3
   COM 120 Intro Interpersonal Com 3-0-3
   COM 231 Public Speaking 3-0-3
   Mathematics; Take one course:
   MAT 110 Math Measurement & Literacy 2-2-3
   MAT 143 Quantitative Literacy 2-2-3

2. Major Requirements (22 SHC)
   ACC 120 Principles of Financial Accounting 3-2-4
   BUS 110 Introduction to Business 3-0-3
   BUS 115 Business Law I 3-0-3
   BUS 137 Principles of Management 3-0-3
   CIS 110 Introduction to Computers 2-2-3
   MKT 120 Principles of Marketing 3-0-3
Business Administration
Credential: Diploma in Business Administration (Human Resource Management Track) 
D25120HR

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

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

1. General Education Requirements (6 SHC)  
   C-L-SHC
   ENG 111 Writing and Inquiry 3-0-3
   Mathematics; Take one course:
   MAT 110 Math Measurement & Literacy 2-2-3
   MAT 143 Quantitative Literacy 2-2-3

2. Major Requirements (22 SHC)
   ACC 120 Principles of Financial Accounting 3-2-4
   BUS 110 Introduction to Business 3-0-3
   BUS 115 Business Law I 3-0-3
   BUS 137 Principles of Management 3-0-3
   CIS 110 Introduction to Computers 2-2-3
   MKT 120 Principles of Marketing 3-0-3
   Economics Requirement; Take one course:
   ECO 151 Survey of Economics 3-0-3
   ECO 251 Principles of Microeconomics 3-0-3
   ECO 252 Principles of Macroeconomics 3-0-3

3. Concentration Requirements (12 SHC)
   BUS 217 Employment Law and Regulations 3-0-3
   BUS 256 Recruit, Select and Personnel Planning 3-0-3
   BUS 234 Training and Development 3-0-3
   BUS 258 Compensation and Benefits 3-0-3

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

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

Total Semester Hours Credit Required for Graduation: 44

Total Semester Hours Credit Required for Graduation: 67
**Business Administration Credential**

**Credential: Human Resources Management Certificate**  
C25120C0

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

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

**Course Requirements for Human Resource Management Certificate**  
**C-L-SHC**

1. **Major Requirements (SHC)**
   - BUS 137 Principles of Management 3-0-3

2. **Concentration Requirements (12 SHC)**
   - BUS 217 Employment Law and Regulations 3-0-3  
   - BUS 234 Training and Development 3-0-3  
   - BUS 256 Recruit, Select and Personnel Planning 3-0-3  
   - BUS 258 Compensation and Benefits 3-0-3

3. **Other Major Requirements (3 SHC)**
   - Choose one:
     - BUS 151 People Skills 3-0-3  
     - BUS 153 Human Resource Management 3-0-3  
     - BUS 261 Diversity in Management 3-0-3

Total Semester Hours Credit Required for Graduation: 18

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**Healthcare Management Technology**

**Credential: Associate in Applied Science Degree** A25200

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

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

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

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

**Course Requirements for Healthcare Management Technology**

1. **General Education Requirements (15 SHC)**  
**C-L-SHC**
   - ENG 111 Writing and Inquiry 3-0-3
   - Humanities/Fine Arts Requirement 3-0-3
   - Social/Behavioral Science Requirement 3-0-3
   - Communications; Take one course:
     - ENG 112 Writing/Research in the Disc 3-0-3
     - ENG 114 Professional Research and Reporting 3-0-3
     - ENG 115 Oral Communications 3-0-3
     - ENG 116 Technical Report Writing 3-0-3
     - COM 110 Introduction to Communication 3-0-3
     - COM 120 Intro Interpersonal Communication 3-0-3
     - COM 231 Public Speaking 3-0-3
   - Mathematics; Take one course:
     - MAT 110 Math Measurement & Literacy 2-2-3
     - MAT 143 Quantitative Literacy 2-2-3

2. **Major Requirements (26 SHC)**
   - ACC 120 Prine of Financial Acct 3-2-4
   - ACC 121 Prine of Managerial Acct 3-2-4
   - CIS 110 Introduction to Computers 2-2-3
   - HMT 110 Intro to Healthcare Mgmt 3-0-3
   - OST 141 Medical Terms I – Medical Office 3-0-3
   - OST 142 Medical Terms II – Medical Office 3-0-3
   - OST 148 Medical Insurance and Billing 3-0-3
   - OST 149 Medical Legal Issues 3-0-3

3. **Concentration Requirements (12 SHC)**
   - BUS 110 Introduction to Business 3-0-3
   - BUS 153 Human Resource Management 3-0-3
   - BUS 260 Business Communications 3-0-3
   - HMT 212 Mgmt of Healthcare Organizations 3-0-3

4. **Other Major Requirements (11 SHC)**
   - HMT 211 Long-Term Care Administration 3-0-3
   - HMT 220 Healthcare Financial Mgmt 4-0-4
SPA 111 Elementary Spanish I 3-0-3
WBL 111 Work-Based Learning I 0-10-1

5. Other Requirements (1 SHC)
Choose one course:
A CA 111 College Student Success 1-0-1
A CA 115 Success and Study Skills 0-2-1
A CA 122 College Transfer Success 1-0-1

Total Semester Hours Required for Graduation: 65

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

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

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

Course Requirements for Medical Office Administration
1. General Education Requirements (15 SHC)  C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
Humanities/Fine Arts Requirement 3-0-3
Social/Behavioral Science Requirement 3-0-3
Communications; Take one course:
ENG 112 Writing/Research in the Disc 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
ENG 115 Oral Communications 3-0-3
ENG 116 Technical Report Writing 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 231 Public Speaking 3-0-3
Mathematics; Take one course:
MAT 110 Math Measurement & Literacy 2-2-3
MAT 143 Quantitative Literacy 2-2-3

2. Major Requirements (24 SHC)
CIS 110 Introduction to Computers 2-2-3
OST 136 Word Processing 2-2-3
OST 141 Medical Terms I – Medical Office 3-0-3
OST 142 Medical Terms II – Medical Office 3-0-3
OST 148 Medical Coding Billing and Insurance 3-0-3
OST 149 Medical Legal Issues 3-0-3
OST 164 Office Editing 3-0-3
OST 289 Office Admin. Capstone 2-2-3

3. Concentration Requirements (12 SHC)
OST 184 Records Management 2-2-3
OST 243 Medical Office Simulation 2-2-3
OST 247 Procedural Coding 3-0-3
OST 286 Professional Development 3-0-3

4. Other Major Requirements (15 SHC)
ACC 115 College Accounting 3-2-4
CTS 130 Spreadsheet 2-2-3
OST 131 Keyboarding 1-2-2
OST 248 Diagnostic Coding 3-0-3
Elective; Take one course:
OST 236 Advanced Word/Info. Processing 2-2-3
OST 241 Medical Office Transcription I 2-2-3
OST 242 Medical Office Transcription II 2-2-3
OST 281 Emergency Issues in Medical Office 3-0-3

5. Other Requirements (2 SHC)
WBL 111 Work-based Learning 0-10-1
Student Success – Select One
A CA 111 College Student Success 1-0-1
A CA 115 Success and Study Skills 0-2-1
A CA 122 College Transfer Success 0-2-1

Total Semester Hours Required for Graduation: 68

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

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

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science
Degree in Medical Office Administration
Program Sites: Lee Main Campus – Day Program; Harnett Main Campus – Day Program; Selected Distance Courses

Course Requirements for Medical Office Administration
1. General Education Requirements (6 SHC)  C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
Communications, take one course:
ENG 112 Writing/Research in the Disc 3-0-3
Day Program

Program Sites: Distance Program

Standards required); Medical Office Insurance Coding (Higher entrance requirements for that degree program.

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

Program Sites: Distance Program

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

Medical Office Administration
C25310T0

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

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Machine Transcription Certificate.

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

Course Requirements for Medical Transcription Certificate C25310T0

<table>
<thead>
<tr>
<th>Course Requirements for Medical Transcription Certificate C25310T0</th>
<th>C-L-SHC</th>
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<tbody>
<tr>
<td>1. Major Requirements (12 SHC)</td>
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<tr>
<td>OST 141 Medical Terms I-Medical Office</td>
<td>3-0-3</td>
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<tr>
<td>OST 142 Medical Terms II-Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 148 Medical Coding Billing and Insurance</td>
<td>3-0-3</td>
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<td>OST 149 Medical Legal Issues</td>
<td>3-0-3</td>
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<tr>
<td>OST 247 Procedural Coding</td>
<td>2-2-3</td>
</tr>
<tr>
<td>2. Other Major Requirements (6 SHC)</td>
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<tr>
<td>OST 248 Diagnostic Coding</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Total Semester Hours Credit Required for Graduation: 18</td>
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</tbody>
</table>

Medical Office Administration Credential: Medical Machine Transcription Certificate

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

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Office Insurance Coding Certificate.

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

Course Requirements for Medical Office Insurance Coding Certificate

<table>
<thead>
<tr>
<th>Course Requirements for Medical Office Insurance Coding Certificate</th>
<th>C-L-SHC</th>
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<tbody>
<tr>
<td>1. Major Requirements (15 SHC)</td>
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</tr>
<tr>
<td>OST 141 Medical Terms I-Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 142 Medical Terms II-Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 148 Medical Coding Billing and Insurance</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 149 Medical Legal Issues</td>
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<tr>
<td>OST 247 Procedural Coding</td>
<td>2-2-3</td>
</tr>
<tr>
<td>2. Other Major Requirements (3 SHC)</td>
<td></td>
</tr>
<tr>
<td>OST 248 Diagnostic Coding</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Total Semester Hours Credit Required for Graduation: 18</td>
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</tbody>
</table>

Medical Office Administration Credential: Medical Office Insurance Coding Certificate

This program is designed to provide students with skills necessary for professional transcription agencies, hospitals, physician offices, and other health care agencies. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Office Insurance Coding Certificate.

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

Course Requirements for Medical Office Insurance Coding Certificate

<table>
<thead>
<tr>
<th>Course Requirements for Medical Office Insurance Coding Certificate</th>
<th>C-L-SHC</th>
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<tbody>
<tr>
<td>1. Major Requirements (15 SHC)</td>
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</tr>
<tr>
<td>OST 141 Medical Terms I-Medical Office</td>
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<td>OST 142 Medical Terms II-Medical Office</td>
<td>3-0-3</td>
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<tr>
<td>OST 148 Medical Coding Billing and Insurance</td>
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<td>OST 149 Medical Legal Issues</td>
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<tr>
<td>OST 247 Procedural Coding</td>
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<tr>
<td>2. Other Major Requirements (3 SHC)</td>
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<tr>
<td>OST 248 Diagnostic Coding</td>
<td>2-2-3</td>
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<tr>
<td>Total Semester Hours Credit Required for Graduation: 18</td>
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</tr>
</tbody>
</table>
Office Administration
Credential: Associate in Applied Science Degree in Office Administration
A25370

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

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

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology
Program Sites: Lee Main Campus – Day Program; Harnett Main Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree

1. General Education Requirements (15 SHC) C-L-SHC
   ENG 111  Writing and Inquiry  3-0-3
   Humanities/Fine Arts Requirement  3-0-3
   Social/Behavioral Science Requirement  3-0-3
   Communications, Take one course:
   ENG 112  Writing/Research in the Disc  3-0-3
   ENG 114  Prof Research and Reporting  3-0-3
   ENG 115  Oral Communications  3-0-3
   ENG 116  Technical Report Writing  3-0-3
   COM 110  Introduction to Communication  3-0-3
   COM 120  Intro Interpersonal Communication  3-0-3
   COM 231  Public Speaking  3-0-3
   Mathematics, Take one course:
   MAT 110  Math Measurement & Literacy  2-2-3
   MAT 143  Quantitative Literacy  2-2-3

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

3. Concentration Requirements (9 SHC)
   OST 135  Advanced Text Entry and Format  2-2-3
   OST 136  Word Processing  2-2-3
   OST 138  Advanced Software Application  2-2-3

4. Other Major Requirements (25 SHC)
   ACC 115  College Accounting  3-2-4
   CIS 110  Introduction to Computers  2-2-3
   CTS 130  Spreadsheet  2-2-3
   OST 131  Keyboarding  1-2-2
   OST 181  Office Procedures  2-2-3
   OST 233  Office Publications Design  2-2-3
   OST 236  Advanced Word/Information Processing  2-2-3
   OST 286  Professional Development  3-0-3
   WBL 111  Work-Based Learning I  0-10-1

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

Total Semester Hours Credit Required for Graduation: 65

Office Administration
Credential: Office Administration Diploma
D25370

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

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

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology, Associate in Applied Science Degree in Medical Office Administration, Office Systems Technology Diploma.
Program Sites: Distance Programs; Lee Main Campus – Day Program; Harnett Main Campus - Day Program

Course Requirements for Office Administration Diploma

1. General Education Requirements (6 SHC) C-L-SHC
   ENG 111  Writing and Inquiry  3-0-3
   Communications, Take one course:
   ENG 112  Writing/Research in the Disc  3-0-3
   ENG 114  Prof Research and Reporting  3-0-3
   ENG 115  Oral Communications  3-0-3
Program Sites: Distance Education; Receptionist Certificate; Information and Word Processing Certificate; Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Office Administration and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the degree/diploma program.

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

Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Office Administration

Course Requirements for Receptionist Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
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<tbody>
<tr>
<td>C25370R0</td>
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<tr>
<td>1. Major Requirements (6 SHC)</td>
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<tr>
<td>OST 134 Text Entry and Formatting</td>
<td>2-2-3</td>
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<tr>
<td>OST 164 Office Editing</td>
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<tr>
<td>2. Other Major Requirements (11 SHC)</td>
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<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
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<tr>
<td>OST 131 Keyboarding</td>
<td>1-2-2</td>
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<tr>
<td>OST 136 Word Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 236 Advanced Word/Information Processing</td>
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<td>Total Semester Hours Credit Required for Graduation:</td>
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Office Administration Credential: Information and Word Processing Certificate

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<thead>
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<th>Course</th>
<th>SHC</th>
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<tr>
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<tr>
<td>1. Major Requirements (6 SHC)</td>
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<td>OST 134 Text Entry and Formatting</td>
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<td>OST 164 Office Editing</td>
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<tr>
<td>2. Other Major Requirements (11 SHC)</td>
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<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
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<tr>
<td>OST 131 Keyboarding</td>
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<tr>
<td>OST 236 Advanced Word/Information Processing</td>
<td>2-2-3</td>
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<tr>
<td>Total Semester Hours Credit Required for Graduation:</td>
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</tbody>
</table>

Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

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

Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Receptionist Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
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<tbody>
<tr>
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<tr>
<td>1. Major Requirements (6 SHC)</td>
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<tr>
<td>OST 134 Text Entry &amp; Formatting</td>
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<td>OST 164 Office Editing</td>
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<td>2. Other Major Requirements (11 SHC)</td>
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<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
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<tr>
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<td>OST 136 Word Processing</td>
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<td>OST 236 Professional Development</td>
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<td>Total Semester Hours Credit Required for Graduation:</td>
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Paralegal Technology
Credential: Associate in Applied Science
Degree in Paralegal Technology  
A25380

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

Coursework includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

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

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

Course Requirements for Paralegal Technology Degree

1. General Education Requirements (18 SHC)  
ENG 111 Writing and Inquiry 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
MAT 110 Mathematical Measurement and Literacy 2-2-3
Humanities/Fine Arts Elective 3-0-3
Social/Behavioral Science Elective 3-0-3
Communications; Take one course:
COM 110 Introduction to Communication 3-0-3
COM 120 Intro. to Intercultural Communication 3-0-3
COM 140 Intro. To Intercultural Communication 3-0-3
COM 231 Public Speaking 3-0-3
ENG 115 Oral Communication 3-0-3

2. Major Requirements (23 SHC)  
LEX 110 Introduction to Paralegal Study 2-0-2
LEX 120 Legal Research/Writing I 2-2-3
LEX 130 Civil Injuries 3-0-3
LEX 140 Civil Litigation I 3-0-3
LEX 150 Commercial Law 2-2-3
LEX 210 Real Property I 3-0-3
LEX 240 Family Law 3-0-3
LEX 250 Wills, Estates, and Trusts 2-2-3

3. Other Major Requirements (28 SHC)  
ACC 115 College Accounting 3-2-4
CIS 110 Introduction to Computers 2-2-3
LEX 121 Legal Research Writing II 2-2-3
LEX 141 Civil Litigation II 2-2-3
LEX 160 Criminal Law and Procedure 2-2-3
LEX 180 Case Analysis and Reasoning 1-2-2
LEX 211 Real Property II 1-4-3
LEX 270 Law Office Mgt/Technology 1-2-2
LEX 271 Law Office Writing 1-2-2
LEX 280 Ethics and Professionalism 2-0-2
WBL 111 Work Based learning I 0-10-1

4. Other Requirements (1 SHC)  
Take one course:
ACA 111 College Student Success 1-0-1
ACA 115 Success and Study Skills 0-2-1
ACA 122 College Transfer Success 1-0-1

Total Semester Hours Credit Required for Graduation: 70

Paralegal Technology
Credential: Paralegal Technology Diploma  
D25380

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

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

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

Course Requirements for Paralegal Technology Diploma  
C-L-SHC

1. Major Requirements (23 SHC)  
LEX 110 Introduction to Paralegal Study 2-0-2
LEX 120 Legal Research/Writing I 2-2-3
LEX 130 Civil Injuries 3-0-3
LEX 140 Civil Litigation I 3-0-3
LEX 150 Commercial Law 2-2-3
LEX 210 Real Property I 3-0-3
LEX 240 Family Law 3-0-3
LEX 250 Wills, Estates, and Trusts 2-2-3
2. Other Major Requirements (19 SHC)
AC1 115 College Accounting 3-2-4
LEX 121 Legal Research/Writing II 2-2-3
LEX 160 Criminal Law 2-2-3
LEX 211 Real Property II 1-4-3
LEX 270 Law Office Mgt/Technology 1-2-2
LEX 271 Law Office Writing 1-2-2
LEX 280 Ethics and Professionalism 2-0-2

Total Semester Hours Credit Required for Graduation: 42

Paralegal Technology
Credential: Paralegal Technology Certificate C25380

Program Length: 2 Semesters
Program Sites: Lee Main Campus – Day; Distance Education

Course requirements for Paralegal Technology Certificate:

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

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

Total Semester Hours Credit Required for Graduation: 13

Information Technology (General)
Credential: Associate in Applied Science Degree in Information Technology A25590

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

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

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

1. General Education Requirements (15 SHC)  C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
Humanities/Fine Arts Elective 3-0-3
Social/Behavioral Science Elective 3-0-3
MAT 143 Quantitative Literacy 2-2-3
Communications, Take one course:
ENG 112 Writing/Research in the Disciplines 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
COM 231 Public Speaking 3-0-3

2. Major Requirements (12 SHC)
CTI 110 Web, Pgm. & DB Foundation 2-2-3
CTI 120 Network and SEC Foundation 2-2-3
CTS 115 Info Sys. Business Concepts 3-0-3
CTS 120 Hardware/Software Support 2-3-3

3. Concentration Requirements (6 SHC)
CIS 115 Introduction to Programming & Logic 2-3-3
CTS 285 Systems Analysis & Design 3-0-3

4. Other Major Requirements (36 SHC)
NOS 120 Linux/UNIX Single User 2-2-3
NOS 130 Windows Single User 2-2-3
WEB 115 Web Markup and Scripting 2-2-3
NOS 230 Windows Administration I 2-2-3
DBA 110 Database Concepts 2-3-3
DBA 120 Database Programming I 2-2-3
SEC 110 Security Concepts 2-2-3
CTS 289 System Support Project 1-4-3
CTS 220 Advanced Hard/Software Support 2-3-3
WEB 151 Mobile Application Dev. I 2-2-3
Technical Electives; Take 6 SHC from one group:
Group 1:
CIS 110 Introduction to Computers 2-2-3
CSC 134 C++ Programming 2-3-3
CSC 139 Visual BASIC Programming 2-3-3
CSC 151 JAVA Programming 2-3-3
CTI 140 Virtualization Concepts 1-4-3
Group 2:
CIS 110 Introduction to Computers 2-2-3
DBA 110 Database Concepts 2-3-3
CTI 140 Virtualization Concepts 1-4-3

5. Other Requirements (1 SHC)
Take one course:
ACA 111 College Student Success 1-0-1
Information Technology
Credential: Diploma in Information Technology
D25590

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

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

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

Course Requirements for Information Technology Diploma

1. General Education Requirements (6 SHC) C-L-SHC
   ENG 111 Writing & Inquiry 3-0-3
   MAT 143 Quantitative Literacy 2-2-3

2. Major Requirements (18 SHC)
   CIS 115 Introduction to Programming & Logic 2-3-3
   CTI 110 Web, Pgm. & DB Foundation 2-2-3
   CTI 120 Network & SEC Foundation 2-2-3
   CTS 115 Info System Business Concepts 3-0-3
   CTS 120 Hardware/Software Support 2-3-3
   CTS 285 Systems Analysis & Design 3-0-3

3. Other Major Requirements (21 SHC)
   CTS 220 Advanced Hard/Software Support 2-3-3
   DBA 110 Database Concepts 2-3-3
   NOS 130 Windows Single User 2-2-3
   NOS 230 Windows Administration I 2-2-3
   SEC 110 Security Concepts 2-2-3
   WEB 115 Web Markup and Scripting 2-2-3
   Program Elective, Take one course:
   CSC 134 C++ Programming 2-3-3
   CSC 139 Visual Basic Programming 2-3-3
   CSC 151 JAVA Programming 2-3-3

Total Semester Credit Hours Required to Graduate: 70

4. Other Requirements (1 SHC)
   Choose one course:
   ACA 111 College Student Success 1-0-1
   ACA 115 Success & Study Skills 0-2-1
   ACA 122 College Transfer Success 1-0-1

Total Semester Credit Hours: 46

Information Technology
Credential: Database Programming Certificate
C25590DP

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

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

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

Course requirements for Database Programming Certificate

1. Major Requirements (6 SHC)
   CIS 115 Introduction of Programming and Logic 2-3-3
   CTI 110 Web, Pgm. & DB Foundation 2-2-3

2. Other Major Requirements (9 SHC)
   DBA 110 Database Concepts 2-3-3
   DBA 120 Database Programming I 2-2-3
   Programming Elective, Take one course:
   CSC 134 C++ Programming 2-3-3
   CSC 139 Visual Basic Programming 2-3-3
   CSC 151 JAVA Programming 2-3-3

Total Semester Credit Hours Required for Graduation: 15
Information Technology
Credential: Internet and Computing Core IC3 Certificate
C25590IC

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

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

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information
Sites: Lee Main Campus – Day and Evening Programs

Course Requirements for Internet and Computing Core IC3 Certificate

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

2. Other Major Requirements (3 SHC)
CIS 110 Introduction to Computers 2-2-3

Total Semester Hours Credit required for graduation: 12

Information Technology-Network Management Credential: Associate in Applied Science Degree in Information Technology
A25590

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

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

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

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

Program Length: 5 semesters
Career Pathway Options: Specialized Networking Certificate Programs
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Information Technology Degree – Network Track

I. General Education Requirements (15 SHC) C-L-SHC
ENG 111  Writing and Inquiry 3-0-3
MAT 143  Quantitative Literacy 2-2-3
Humanities/Fine Arts Elective 3-0-3
Social/Behavioral Science Elective 3-0-3
Communications; Take one course:
ENG 112  Writing/Research in the Disciplines 3-0-3
ENG 114  Professional research and Reporting 3-0-3
COM 231  Public Speaking 3-0-3

II. Major Requirements (12 SHC)
CTI 110  Web, Pgm. & DB Foundation 2-2-3
CTI 120  Network and SEC Foundation 2-2-3
CTS 115  Info Sys. Business Concepts 3-0-3
CTS 120  Hardware/Software Support 2-3-3

III. Concentration Requirements (6 SHC)
NET 125  Networking Basics 1-4-3
NET 126  Routing Basics 1-4-3

IV. Other Major Requirements (36 SHC)
NET 225  Routing and Switching I 1-4-3
NET 226  Routing and Switching II 1-4-3
NET 241  Introduction to VOIP 2-3-3
NET 289  Networking Project 1-4-3
NOS 120  Linux/UNIX Single User 2-2-3
NOS 130  Windows Single User 2-2-3
NOS 220  Linux/UNIX Administration I 2-2-3
NOS 230  Windows Admin I 2-2-3
SEC 110  Security Concepts 2-2-3
SEC 160  Security Fundamentals I 2-2-3
Technical Elective, Take two courses:
CIS 110  Introduction to Computers 2-2-3
CTI 140  Virtualization Concepts 1-4-3
DBA 110  Database Concepts 2-3-3

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

ACA 122  College Transfer Success 1-0-1

Total Semester Hours Credit Required for Graduation: 70

Information Technology-Network Management Credential: Diploma in Information Systems (Network Management) D25590N

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

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

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

Program Length: 3 Semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology, Diploma in Network Technology.
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Information Technology Diploma – Network Management

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

II. Major Requirements (18 SHC)
CTI 110  Web, Pgm. & DB Foundation 2-2-3
CTI 120  Network and SEC Foundation 2-2-3
CTS 115  Info Sys. Business Concepts 3-0-3
CTS 120  Hardware/Software Support 2-3-3
NET 125  Networking Basics 1-4-3
NET 126  Routing Basics 1-4-3

III. Other Major Requirements (21 SHC)
NET 225  Routing and Switching I 1-4-3
NET 226  Routing and Switching II 1-4-3
NOS 120  Linux/UNIX Single User 2-2-3
NOS 130  Windows Single User 2-2-3
NOS 220 Linux/UNIX Administration I 2-2-3
NOS 230 Windows Admin I 2-2-3
SEC 160 Security Fundamentals I 2-2-3

4. Other Requirements (1 SHC)
Take one course:
ACA 111 College Student Success 1-0-1
ACA 115 Success and Study Skills 0-2-1
ACA 122 College Transfer Success 1-0-1

Total Semester Credit Hours Required for Graduation: 46

Information Technology-Network Management Credential: Certificate in Network Operating Systems C25590NO

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

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

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

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

Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Operating System Certificate C-L-SHC

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

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

Total Semester Hours Credit Required for Graduation: 12

Information Technology-Network Management Credential: Certificate in Network Infrastructure C25590NI

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

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

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

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

Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Infrastructure Certificate C-L-SHC

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

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

Total Semester Credit Hours Required for Graduation: 12

113
Information Technology - Network Management
Credential: Certificate in Network Security
C25590SE

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

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

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

Program Length: 2 semesters
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Security Certificate

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

2. Other Major Requirements (9 SHC)
NET 225 Routing and Switching I 1-4-3
NET 226 Routing and Switching II 1-4-3
SEC 160 Security Fundamentals I 2-2-3

Total Semester Credit Hours Required for Graduation: 15

Course Requirements for Voice Over IP Certificate

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

2. Other Major Requirements (9 SHC)
NET 225 Routing and Switching I 1-4-3
NET 226 Routing and Switching II 1-4-3
NET 241 VOIP Fundamentals 2-3-3

Total Semester Credit Hours Required for Graduation: 15

Information Technology - Network Management
Credential: Certificate in Voice Over IP
C25590IP

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

Accounting & Finance
Credential: Associate in Applied Science Degree in Accounting & Finance
A25800

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

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

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance
Program Sites: Lee Main Campus - Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Degree
1. General Education Requirements (15 SHC) C-L-SHC
   ENG 111 Writing and Inquiry 3-0-3
   Humanities/Fine Arts Requirement 3-0-3
   Social/Behavioral Science Requirement 3-0-3
   Communications; Take one course:
   ENG 112 Writing/Research in Disc 3-0-3
   ENG 114 Prof Research & Reporting 3-0-3
   ENG 115 Oral Communication 3-0-3
   ENG 116 Technical Report Writing 3-0-3
   COM 110 Introduction to Communication 3-0-3
   COM 120 Intro Interpersonal Com 3-0-3
   COM 231 Public Speaking
   Mathematics; Take one course:
   MAT 110 Math Measurement & Literacy 2-2-3
   MAT 143 Quantitative Literacy 2-2-3

2. Major Requirements (31 SHC)
   ACC 120 Principles of Financial Accounting 3-2-4
   ACC 121 Principles of Managerial Accounting 3-2-4
   ACC 140 Payroll Accounting 2-3-2
   ACC 149 Intro to ACC Spreadsheets 1-3-2
   ACC 129 Individual Income Taxes 2-2-3
   ACC 220 Intermediate Accounting I 3-2-4
   BUS 115 Business Law I 3-0-3

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

3. Other Major Requirements (21 SHC)
   ACC 122 Principles of Financial Accounting II 3-0-3
   ACC 130 Business Income Taxes 2-2-3
   ACC 150 Accounting Software Applications 1-2-2
   ACC 221 Intermediate Accounting II 3-2-4
   ACC 227 Practices in Accounting 3-0-3
   BUS 110 Introduction to Business 3-0-3
   BUS 225 Business Finance 2-2-3

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

Total Semester Hours Credit Required: 68

Accounting & Finance
Credential: Diploma in Accounting & Finance
D25800

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

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

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

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

Course Requirements for Accounting Diploma
1. General Education Requirements (6 SHC) C-L-SHC
   BUS 125 Personal Finance 3-0-3
   CIS 110 Introduction to Computers 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

3. Other Major Requirements (21 SHC)
   ACC 122 Principles of Financial Accounting II 3-0-3
   ACC 130 Business Income Taxes 2-2-3
   ACC 150 Accounting Software Applications 1-2-2
   ACC 221 Intermediate Accounting II 3-2-4
   ACC 227 Practices in Accounting 3-0-3
   BUS 110 Introduction to Business 3-0-3
   BUS 225 Business Finance 2-2-3

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

Total Semester Hours Credit Required: 68
116

ACC 120  Principles of Financial Accounting 3-2-4
ACC 121  Principles of Managerial Accounting 3-2-4
ACC 129  Individual Income Tax 2-2-3
BUS 115  Business Law I 3-0-3
CIS 110  Introduction to Computers 2-2-3

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

II. Other Major Requirements (11 SHC)
ACC 122  Principles of Financial Accounting II 3-0-3
BUS 110  Introduction to Business 3-0-3
BUS 125  Personal Finance 3-0-3
Take 2 credits from:
ACC 140  Payroll Accounting 1-3-2
ACC 150  Accounting Software Appl 1-3-2

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

Total Semester Hours Credit Required: 38

Accounting & Finance
Credential: Income Tax Preparer Certificate C25800T0

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 & Finance provided the student meets the entrance requirements for the Accounting program.

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

Course Requirements for Income Tax Preparer Certificate C-L-SHC

1. Major Requirements (7 SHC)
ACC 120  Principles of Financial Accounting 3-2-4
ACC 129  Individual Income Taxes 2-2-3

2. Other Major Requirements (9 SHC)
ACC 122  Prin of Financial Acct II 3-0-3
ACC 130  Business Income Taxes 2-2-3
BUS 125  Personal Finance 3-0-3

Total Semester Hours Credit Required for Graduation: 16

Accounting & Finance
Credential: Payroll Accounting Certificate C25800P0

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 & Finance, provided the student meets the entrance requirements for the Accounting program.

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

Course Requirements for Payroll Accounting Certificate C-L-SHC

1. Major Requirements (20 SHC)
ACC 120  Principles of Financial Accounting 3-2-4
ACC 129  Individual Income Taxes 2-2-3
CIS 110  Introduction to Computers 2-2-3

2. Other Requirements (7 SHC)
ACC 140  Payroll Accounting 1-2-2
ACC 150  Accounting Software Applications 1-2-2
BUS 125  Personal Finance 3-0-3

Total Semester Hours Credit Required: 17

Accounting & Finance
Credential: Small Business Financial Advisor Certificate C25800

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

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters

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

### Course Requirements for Small Business Financial Advisor Certificate

<table>
<thead>
<tr>
<th>C-L-SHC</th>
<th>1. Major Requirements (8 SHC)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>ACC 120 Principles of Financial Accounting 3-2-4</td>
</tr>
<tr>
<td></td>
<td>ACC 121 Principles of Managerial Accounting 3-2-4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>C-L-SHC</th>
<th>2. Other Major Requirements (7 SHC)</th>
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<tbody>
<tr>
<td></td>
<td>ACC 140 Payroll Accounting 1-2-2</td>
</tr>
<tr>
<td></td>
<td>ACC 150 Accounting Software Applications 1-2-2</td>
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<td>BUS 125 Personal Finance 3-0-3</td>
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</tbody>
</table>

Total Semester Hours Credit Required: 15

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### Commercial and Artistic Production Technologies

#### Broadcasting Production Technology

**Credential:** Associate in Applied Science Degree in Broadcasting Production Technology A30120

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

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

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

Program Length: 6 semesters

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

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

Program Sites: Lee Campus - Day Program

### Course Requirements for Paralegal Technology Degree

<table>
<thead>
<tr>
<th>C-L-SHC</th>
<th>1. General Education Requirements (15 SHC)</th>
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<tbody>
<tr>
<td></td>
<td>Humanities/Fine Arts Requirement 3-0-3</td>
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<td></td>
<td>Social/Behavioral Science Requirement 3-0-3</td>
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<td></td>
<td>English; Take one course: ENG 110 Freshman Composition 3-0-3</td>
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<td></td>
<td>ENG 111 Writing and Inquiry 3-0-3</td>
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<td>Communications; Take one course: ENG 112 Writing/Research in the Disciplines 3-0-3</td>
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<td>ENG 114 Prof Research &amp; Reporting 3-0-3</td>
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<tr>
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<th>2. Major Requirements (13 SHC)</th>
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<tbody>
<tr>
<td></td>
<td>BPT 110 Introduction to Broadcasting 3-0-3</td>
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<tr>
<td></td>
<td>BPT 111 Broadcast Law and Ethics 3-0-3</td>
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<td></td>
<td>BPT 112 Broadcast Writing 3-2-4</td>
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<td>BPT 113 Broadcast Sales 3-0-3</td>
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<thead>
<tr>
<th>C-L-SHC</th>
<th>3. Other Major Requirements (40 SHC)</th>
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<tbody>
<tr>
<td></td>
<td>BPT 121 Broadcast Speech I 2-3-3</td>
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