Diploma of Transfer Readiness
(Transfer Core Diploma)
D1040000

This diploma is issued upon the successful completion of the Associate in Science (AS) general education core. The Comprehensive Articulation Agreement (CAA) states that students completing the general education transfer core will be considered to have fulfilled the institution-wide, lower division general education requirements of the receiving institution. This diploma shall include 44-45 semester hours of general education core courses approved for transfer to the University of North Carolina constituent institutions.

Program Length: 3 semesters

Career Pathway Options: Associate in Arts or Associate in Science Degree; Baccalaureate Degree at a Senior Institution

Program Sites: Chatham Campus - Day and Selected Evening Courses; Harnett Campus - Day and Selected Evening Courses; Lee Campus - Day and Evening Programs; Distance Education

Business Technologies

Accounting
Credential: Associate in Applied Science Degree in Accounting
A25100

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

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

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

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

Course Requirements for Accounting Degree

A. General Education Courses (15 SHC) C-L-SHC
ENGL 111 Expository Writing 3-0-3
ENGL 114 Professional Research and Reporting 3-0-3
Humanities/Fine Arts Elective 3-0-3
*MAT 140 Survey of Mathematics 3-0-3
Social/Behavioral Science Elective 3-0-3

B. Required Major Core Courses (23/24 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
ACC 121 Principles of Managerial Accounting 3-2-4
ACC 129 Individual Income Taxes 2-2-3
ACC 220 Intermediate Accounting I 3-2-4
BUS 115 Business Law I 3-0-3
**CIS 110 Introduction to Computers 2-2-3

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

* Students may substitute MAT 115 (nontransferable)
**Students may substitute CIS 111 (nontransferable)
C. Other Major Hours Required for Graduation (30/31 SHC)
ACC 122 Principles of Financial Accounting II 3-0-3
ACC 130 Business Income Taxes 2-2-3
ACC 140 Payroll Accounting 1-2-2
ACC 150 Accounting Software Applications 1-2-2
ACC 221 Intermediate Accounting II 3-2-4
ACC 227 Practices in Accounting 3-0-3
BUS 110 Introduction to Business 3-0-3
BUS 125 Personal Finance 3-0-3
BUS 225 Business Finance 2-2-3
Major electives 3/4-0-3/4

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

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

Total Semester Hours Credit Required for Graduation: 68/69

Semester Curriculum for Accounting Degree

1st Semester (Fall) C-L-SHC
ACC 120 Principles of Financial Accounting 3-2-4
BUS 110 Introduction to Business 3-0-3
BUS 125 Personal Finance 3-0-3
ENG 111 Expository Writing 3-0-3
Major Elective 3-0-3
Economics Elective 3-0-3
Student Success Course 1-0-1
19-2-20

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

Students may exit with diploma.

3rd Semester (Fall)
ACC 129 Individual Income Taxes 2-2-3
ACC 220 Intermediate Accounting I 3-2-4
BUS 115 Business Law I 3-0-3

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

Total Semester Hours Credit: 68/69

*Students may substitute CIS 111 (nontransferable)
**Students may substitute MAT 115 (nontransferable)
Accounting
 Credential: Diploma in Accounting
D25100

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

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

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

Career Pathway Options: Associate in Applied Science
Degree in Accounting
Program Length: 2 semesters
Program Sites: Lee County Campus – Day Program,
Selected Evening; Distance Education

Course Requirements for Accounting Diploma
A. General Education (6 SHC)  C-L-SHC
ENG 111  Expository Writing  3-0-3
*MAT 140  Survey of Mathematics  3-0-3

B. Required Major Core Courses (13/14 SHC)
ACC 120  Principles of Financial Accounting  3-2-4
ACC 121  Principles of Managerial Accounting  3-2-4
**CIS 110  Introduction to Computers  2-2-3

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

C. Other Major Hours Required for Graduation (17 SHC)
ACC 122  Principles of Financial Accounting II  3-0-3
ACC 140  Payroll Accounting  1-2-2
ACC 150  Accounting Software Applications  1-2-2
BUS 110  Introduction to Business  3-0-3
BUS 125  Personal Finance  3-0-3
Major Elective  3

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

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

Total Semester Hours Credit Required for Graduation: 36/37

Semester Day Sequence for Accounting Diploma
1st Semester (Fall)
ACC 120  Principles of Financial Accounting  3-2-4
BUS 110  Introduction to Business  3-0-3
BUS 125  Personal Finance  3-0-3
ENG 111  Expository Writing  3-0-3
Major Elective  3-0-3
Economics Elective  3-0-3
Student Success Course  1-0-1

Total Semester Hours Credit: 36/37

2nd Semester (Spring)
ACC 121  Principles of Managerial Accounting  3-2-4
ACC 122  Principles of Financial Accounting  3-0-3
ACC 140  Payroll Accounting  1-2-2
ACC 150  Accounting Software Appl  1-2-2
*CIS 110  Introduction to Computers  2-2-3
**MAT 140  Survey of Mathematics  3-0-3

Total Semester Hours Credit: 36/37
Accounting
Credential: Income Tax Preparer Certificate
C25100T0

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

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

Course Requirements for Income Tax Preparer Certificate

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

Total Semester Hours Credit Required for Graduation: 16

Semester Curriculum for Income Tax Preparer Certificate

1st Semester (Fall) C-L-SHC
ACC 120 Principles of Financial Accounting 3-2-4
ACC 129 Individual Income Taxes 2-2-3
BUS 125 Personal Finance 3-0-3
8-4-10

2nd Semester (Spring)
ACC 122 Financial Accounting II 3-0-3
ACC 130 Business Income Taxes 2-2-3
Total Semester Hours Credit: 16

Accounting
Credential: Payroll Accounting Certificate
C25100P0

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

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

Course Requirements for Payroll Accounting Clerk Certificate

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

* Students may substitute CIS 111 (nontransferable)

Total Semester Hours Credit Required for Graduation: 16/17

Semester Curriculum for Payroll Accounting Clerk Certificate

1st Semester (Fall) C-L-SHC
ACC 120 Principles of Financial Accounting 3-2-4
BUS 125 Personal Finance 3-0-3
*CIS 110 Introduction to Computers 2-2-3
7/8-4-9/10

2nd Semester (Spring)
ACC 129 Individual Income Taxes 2-2-3
ACC 140 Payroll Accounting 1-2-2
ACC 150 Accounting Software Applications 1-2-2
*CIS 111 Introduction to Computers 2-2-3
4-6-7

*Students may substitute CIS 111 (nontransferable)

Total Semester Hours Credit: 16/17
Accounting
Credential: Small Business Financial Advisor I Certificate
C25100S1

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

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

Course Requirements for Small Business Financial Advisor I Certificate

A. Required Major Core Courses (18 SHC)

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

Minimum Total Semester Hours Credit Required for Graduation: 18

Semester Curriculum for Small Business Financial Advisor I Certificate

1st Semester (Fall)                                C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 120 Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BUS 125 Personal Finance</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MKT 120 Principles of Marketing</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 18

2nd Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Managerial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>ACC 140 Payroll Accounting</td>
<td>1-2-2</td>
</tr>
<tr>
<td>ACC 150 Accounting Software Applications</td>
<td>1-2-2</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 18

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Accounting
Credential: Small Business Financial Advisor II Certificate
C25100S2

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

Entrance Standards: See General Admission Standards in catalog
NOTE: Completion of Small Business Financial Advisor I Certificate program or equivalent coursework is required prior to beginning this certificate program.
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Program Sites: Lee County Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor II Certificate

A. Required Major Core Courses (16 SHC)

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

Minimum Total Semester Hours Credit Required for Graduation: 16

Semester Curriculum for Small Business Financial Advisor II Certificate

1st Semester (Fall)                                C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 129 Individual Income Taxes</td>
<td>2-2-3</td>
</tr>
<tr>
<td>BUS 137 Principles of Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 225 Business Finance</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

2nd Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 130 Business Income Taxes</td>
<td>2-2-3</td>
</tr>
<tr>
<td>BUS 280 REAL Small Business</td>
<td>4-0-4</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 16
Business Administration
Credential: - Associate in Applied Science Degree in Business Administration A25120

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

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

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

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

Course Requirements for Business Administration Degree

A. General Education Courses (15 SHC) C-L-SHC
   ENG 111 Expository Writing 3-0-3
   ENG 114 Professional Research and Reporting 3-0-3
   Humanities/Fine Arts Elective 3-0-3
   *MAT 140 Survey of Mathematics 3-0-3
   Social/Behavioral Science Elective 3-0-3

B. Required Major Core Courses (18/19 SHC)
   ACC 120 Principles of Financial Accounting 3-2-4
   BUS 115 Business Law I 3-0-3
   BUS 137 Principles of Management 3-0-3
   **CIS 110 Introduction to Computers 2-2-3
   MKT 120 Principles of Marketing 3-0-3

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

C. Other Major Hours Required (30 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

Major Electives 3

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

Major Elective Course Listing (Select a minimum of 3 SHC hours)
   ACC 122 Principles of Financial Accounting II 3-0-3
   ACC 140 Payroll Accounting 1-2-2
   ACC 150 Accounting Software Applications 1-2-2
   BUS 151 People Skills 3-0-3
   BUS 270 Professional Development 3-0-3
   BUS 280 REAL Small Business 4-0-4
   CHI 111 Elementary Chinese I 3-0-3
   ECO 151 Survey of Economics 3-0-3
   ECO 251 Principles of Microeconomics 3-0-3
   ECO 252 Principles of Macroeconomics 3-0-3
   INT 110 International Business 3-0-3
   MKT 123 Fundamentals of Selling 3-0-3
   SPA 111 Elementary Spanish I 3-0-3

Total Semester Hours Credit Required for Graduation: 65/66

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
   ENG 111 Expository Writing 3-0-3
   Student Success Course 1-0-1
   13-2-14

2nd Semester (Spring)
   ACC 121 Principles of Managerial Accounting 3-2-4
   BUS 137 Principles of Management 3-0-3
   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
   15-2-16

3rd Semester (Summer)
   **CIS 110 Introduction to Computers 2-2-3
   Social/Behavioral Science Elective 3-0-3
   5-2-6/7

4th Semester (Fall)
   BUS 115 Business Law I 3-0-3
   BUS 225 Business Finance 2-2-3
   BUS 240 Business Ethics 3-0-3
   Economics Elective 3-0-3
   Major Elective 3-0-3
   14-2-15
**Business Administration**

**Credential: Diploma in Business Management D25120M0**

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

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

Course Requirements for Business Management Diploma

A. General Education Courses (6 SHC) C-L-SHC
   ENG 111 Expository Writing 3-0-3
   Social/Behavioral Science Elective 3-0-3

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

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

C. Other Major Hours Required (16 SHC)
   ACC 121 Principles of Managerial Accounting 3-2-4
   BUS 110 Introduction to Business 3-0-3
   BUS 125 Personal Finance 3-0-3
   Major Electives 5

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

Major Elective Course Listing (Select a minimum of 5 SHC hours)
   ACC 122 Principles of Financial Accounting II 3-0-3
   ACC 140 Payroll Accounting 1-2-2
   BUS 151 People Skills 3-0-3
   BUS 280 REAL Small Business 4-0-4
   INT 110 International Business 3-0-3

Total Semester Hours Credit Required for Graduation: 37/38

*Students may substitute MAT 115 (nontransferable).
**Student may substitute CIS 111 (nontransferable).
### Semester Curriculum for Business Management Diploma

#### 1st Semester (Fall)  C-L-SHC
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ACC 120</td>
<td>Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Personal Finance</td>
<td>3-0-3</td>
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<tr>
<td>BUS 137</td>
<td>Principles of Management</td>
<td>3-0-3</td>
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<tr>
<td></td>
<td>Student Success Course</td>
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#### 2nd Semester (Spring)

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Managerial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>*CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td></td>
<td>Economics Elective</td>
<td>3-0-3</td>
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#### 3rd Semester (Summer)

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<tr>
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<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
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</table>

#### 4th Semester (Fall)

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<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3-0-3</td>
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<td></td>
<td>Major Elective</td>
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<td></td>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
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<td></td>
<td></td>
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</table>

#### 5th Semester (Spring)

<table>
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<tr>
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<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>BUS 115</td>
<td>Business Law I</td>
<td>3-0-3</td>
</tr>
<tr>
<td></td>
<td>Major Elective</td>
<td>2-0-2</td>
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<tr>
<td></td>
<td></td>
<td>5-0-5</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 37/38

*Students may substitute CIS 111 (nontransferable).*

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### Business Administration

**Credential: Manager Trainee Certificate C25120MO**

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

**Entrance Requirement:** General Admissions Standards in catalog

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

**Program Length:** 2 semesters

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

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

**Course Requirements for the Manager Trainee Certificate:**  C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</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>BUS 151</td>
<td>People Skills</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 153</td>
<td>Human Resource 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 223</td>
<td>Customer Service</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required for Graduation: 17/18

#### 1st Semester (Fall)  C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MKT 223</td>
<td>Customer Service</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

#### 2nd Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 151</td>
<td>People Skills</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 153</td>
<td>Human Resource 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></td>
<td></td>
<td>7/8-2-8/9</td>
</tr>
</tbody>
</table>

*Student may substitute CIS 111 (nontransferable).*

Total Semester Hours Credit: 17/18
Business Administration
Credential: Entrepreneur Certificate
C25120E0

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

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

Course Requirements for Entrepreneur Certificate

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

Semester Curriculum for Entrepreneur Certificate

1st Semester (Fall)

| ACC 120 Principles of Financial Accounting | 3-2-4 |
| BUS 137 Principles of Management          | 3-0-3 |
| BUS 280 REAL Small Business               | 4-0-4 |
|                                        | 10-2-11 |

2nd Semester (Spring)

| *CIS 110 Introduction to Computers | 2-2-3 |
| MKT 120 Principles of Marketing      | 3-0-3 |
| | 4-5-2-5/6 |

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

Total Semester Hours Credit: 16/17

Business Administration
Credential: Business Operations Certificate
C2512G01

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

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Operations Management (Higher entrance standards required) Operations Management Diploma (Higher entrance standards required)
Program Sites: Lee Campus - Evening Program and Distance Courses

Course Requirements for Business Operations Certificate

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

Total Semester Hours Credit Required for Graduation: 18
Business Administration
Credential: Social Media Marketing Certificate
C25120S0

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

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

Course Requirements for Social Media Marketing Certificate

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

Semester Curriculum for Entrepreneur Certificate

1st Semester (Fall) C-L-SHC
MKT 120 Principles of Marketing 3-0-3
WEB 214 Social Media 2-2-3

2nd Semester (Spring)
BUS 110 Introduction to Business 3-0-3
MKT 220 Advertising & Sales Promotion 3-0-3
MKT 232 Intermediate Social Media Marketing 3-2-4

Total Semester Hours Credit: 16

Healthcare Management Technology
Credential: Associate in Applied Science Degree
A25200

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

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

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

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

Course Requirements for Healthcare Management Technology

A. General Education Courses (15 SHC) C-L-SHC
ENG 111 Expository Writing 3-0-3
Communications Elective 3-0-3
Humanities/Fine Arts Elective 3-0-3
*MAT 115 Mathematical Models 3-0-3
Social/Behavioral Science Elective 3-0-3

Communications Elective (select 3 SHC)
ENG 115 Oral Communications 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 140 Intro Intercultural Communication 3-0-3
COM 231 Public Speaking 3-0-3

*Students may substitute MAT 140 (transferable).

B. Required Major Core Courses (30 SHC)
ACC 120 Princ of Financial Acct 3-2-4
ACC 121 Princ of Managerial Acct 3-2-4
### Semester Curriculum for Healthcare Management Technology

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Requirements</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester (Fall)</td>
<td>C-L-SHC: Introduction to Computers, Expository Writing, Business, Medical Terminology</td>
<td>3-0-3</td>
</tr>
<tr>
<td>2nd Semester (Spring)</td>
<td>Humanities/Fine Arts Elective, Medical Terminology II, Medical Legal Issues</td>
<td>3-0-3</td>
</tr>
<tr>
<td>3rd Semester (Fall)</td>
<td>Medical Insurance, Long-Term Care Administration, Prince of Financial Accet, Business Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>4th Semester (Spring)</td>
<td>Mgmt of Healthcare Organizations, Healthcare Financial Mgmt, Managerial Accounting, Co-op Work Experience I</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

*Students may substitute MAT 140 (transferable). Total Semester Hours Credit: 65

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**Effective 2014 Spring**

### Computer Information Technology

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

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

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

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

**Program Length:** 5 semesters

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

**Program Site:** Lee Campus - Day Program

**Course Requirements for Computer Information Technology Degree**

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Education Courses (15 SHC)</td>
<td></td>
</tr>
<tr>
<td>Expository Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>B. Technical Core Courses (27 SHC)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Systems Analysis and Design</td>
<td>3-0-3</td>
</tr>
<tr>
<td>System Support Project</td>
<td>1-4-3</td>
</tr>
<tr>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Operating System Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Windows Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Windows Administration I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Security Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>C. Required Subject Area (9 SHC)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Information Systems Business Concepts</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Networking Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>D. Other Required Hours (19 SHC)</td>
<td></td>
</tr>
</tbody>
</table>

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**College Transfer Success I**

**Program Site:** Carolina Community College Chamberlain - Online Program

**Program Length:** 5 semesters

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

**Course Requirements for Computer Information Technology Degree**

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Education Courses (15 SHC)</td>
<td></td>
</tr>
<tr>
<td>Expository Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>B. Technical Core Courses (27 SHC)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Systems Analysis and Design</td>
<td>3-0-3</td>
</tr>
<tr>
<td>System Support Project</td>
<td>1-4-3</td>
</tr>
<tr>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>Operating System Concepts</td>
<td>2-3-3</td>
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<tr>
<td>Windows Single User</td>
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</tr>
<tr>
<td>Windows Administration I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Security Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>C. Required Subject Area (9 SHC)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Information Systems Business Concepts</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Networking Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>D. Other Required Hours (19 SHC)</td>
<td></td>
</tr>
</tbody>
</table>

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**Total Semester Hours Required for Graduation:** 65
DBA 120  Database Programming I  2-2-3
WEB 140  Web Development Tools  2-2-3
          Technical Electives  9
          Programming Elective  3

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

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

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

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

Total Semester Credit Hours:  70

Semester Curriculum for Computer Information Technology Degree

1st Semester  C-L-SHC  3-0-3
ENG 111  Expository Writing
ACA 111  College Student Success  1-0-1
CTS115  Information Systems Business Concepts  3-0-3
CIS 110  Introduction to Computers  2-2-3
WEB 140  Web Development Tools  2-2-3
NOS 110  Operating System Concepts  2-3-3

2nd Semester
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
ENG 114 or Humanities/Fine Arts or Social/Behavioral Science Elective  3-0-3
ENG 114 or Humanities/Fine Arts or Social/Behavioral Science Elective  3-0-3

4th Semester
CTS 285  Systems Analysis and Design  3-0-3

5th Semester
CTS 289  System Support Project  1-4-3
DBA 120  Database Programming I  2-2-3

Total Semester Credit Hours:  70
**Computer Information Technology/Healthcare Business Informatics**

**Credential: Associate in Applied Science**

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

A25260HBI

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

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

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

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

**Program Length: 5 semesters**

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

**Program Site: Lee Campus - Day Program**

**Course Requirements for CIT/HBI Degree**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>*MAT 140</td>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

**Students may substitute MAT 115**

**B. Technical Core Courses (27 SHC)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CTS 285</td>
<td>Systems Analysis and Design</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CTS 289</td>
<td>System Support Project</td>
<td>1-4-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating System Concepts</td>
<td>2-3-3</td>
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<td>NOS 130</td>
<td>Windows Single User</td>
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<td>NOS 230</td>
<td>Windows Administration I</td>
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<td>SEC 110</td>
<td>Security Concepts</td>
<td>2-2-3</td>
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<tr>
<td>*CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
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<tr>
<td><strong>NET 110</strong></td>
<td>Networking Concepts</td>
<td>2-2-3</td>
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</table>

**C. Required Subject Area (9 SHC)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET 110</strong></td>
<td>Networking Concepts</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

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

**D. Other Major Hours (19 SHC)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBI 110</td>
<td>Issues and Trends in HBI</td>
<td>3-0-3</td>
</tr>
<tr>
<td>HBI 113</td>
<td>Survey of Medical Insurance</td>
<td>3-0-3</td>
</tr>
<tr>
<td>HBI 250</td>
<td>Data Management and Utilization</td>
<td>2-2-3</td>
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<tr>
<td>OST 141</td>
<td>Medical Terminology I</td>
<td>3-0-3</td>
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<tr>
<td>OST 142</td>
<td>Medical Terminology II</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 149</td>
<td>Medical Legal Issues</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

**Student Success—Select one:**

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

**Total Semester Credit Hours: 70**

**Semester Sequence for CIT/HBI Degree**

**1st Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 115</td>
<td>Information Systems Business Concepts</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>HBI 110</td>
<td>Issues and Trends in HBI</td>
<td>3-0-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating System Concepts</td>
<td>2-3-3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14-5-16</strong></td>
<td></td>
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</table>

**2nd Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 140</td>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 130</td>
<td>Windows Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NET 110</td>
<td>Networking Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>13-13-18</strong></td>
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**3rd Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 114</td>
<td>or Humanities/Fine Arts or Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>or Humanities/Fine Arts or Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

**4th Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 285</td>
<td>Systems Analysis and Design</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>NOS 230</td>
<td>Windows Administration I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 141</td>
<td>Medical Terminology I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 149</td>
<td>Medical Legal Issues</td>
<td>3-0-3</td>
</tr>
<tr>
<td>HBI 250</td>
<td>Data Management and Utilization</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

5th Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 289</td>
<td>System Support Project</td>
<td>1-4-3</td>
</tr>
<tr>
<td>SEC 110</td>
<td>Security Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 142</td>
<td>Medical Terminology II</td>
<td>3-0-3</td>
</tr>
<tr>
<td>HBI 113</td>
<td>Survey of Medical Insurance</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts or Social/Behavioral Science Elective</td>
<td>3-0-3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Semester Credit Hours: 70</td>
<td></td>
</tr>
</tbody>
</table>

*Effective 2014 Spring*

**Computer Information Technology Credential: Diploma in Computer Information Technology**

D25260

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

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

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology.

Program Sites: Lee Campus - Day Program

Course Requirements for Computer Information Technology Diploma

A. General Education Courses (6 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

B. Technical Core Courses (21 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CTS 285</td>
<td>Systems Analysis and Design</td>
<td>3-0-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating System Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 130</td>
<td>Windows Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 230</td>
<td>Windows Administration I</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

C. Required Subject Area (10 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CTS 115</td>
<td>Information Systems Business Concepts</td>
<td>3-0-3</td>
</tr>
<tr>
<td>**NET 110</td>
<td>Networking Concepts</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

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

*May substitute CIS 111 (2 SHC) – Nontransferable
**May substitute NET 125 – Networking Basics
Total Semester Credit Hours: 37

Semester Curriculum for Computer Information Technology Diploma

1st Semester
CTS115  Information Sys Business Concepts  3-0-3
CIS 110  Introduction to Computers  2-2-3
ENG 111  Expository Writing  3-0-3
ACA 111  College Student Success  1-0-1
NOS 110  Operating System Concepts  2-3-3

Total Semester Hours Credit: 11-5-13

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

Total Semester Hours Credit: 13-13-18

3rd Semester
CTS 285  Systems Analysis and Design  3-0-3
NOS 230  Windows Administration I  2-2-3

Total Semester Hours Credit: 5-2-6

*Effective 2014 Spring

Computer Information Technology Credential: Certificate in Database Programming
C25260DP

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

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

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

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

Course Requirements for Database Programming Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>C-L-SHC</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>C-L-SHC</td>
<td>2-3-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>C-L-SHC</td>
<td>2-3-3</td>
</tr>
<tr>
<td>DBA 120</td>
<td>C-L-SHC</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Programming Elective (Choose 3 SHC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC 134</td>
<td>C-L-SHC</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CSC 139</td>
<td>C-L-SHC</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CSC 151</td>
<td>C-L-SHC</td>
<td>2-3-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 15
*Effective 2014 Spring

**Computer Information Technology Credential: Software Specialist Certificate C25260SS**

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

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

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

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

Course Requirements for Software Specialist Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CTS 130</td>
<td>Spreadsheet</td>
<td>2-2-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating System Concepts</td>
<td>2-3-3</td>
</tr>
</tbody>
</table>

(Select one)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 139</td>
<td>Visual Basic Programming</td>
<td>2-3-3</td>
</tr>
<tr>
<td>WEB 140</td>
<td>Web Development Tools</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 15

*Students may substitute CIS 111 (nontransferable).

*Effective 2014 Spring

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

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

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

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information Technology

Program Sites: Lee Campus - Day and Evening Programs

Course Requirements for Internet and Computing Core IC3 Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NET 110</td>
<td>Networking Concepts</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating System Concepts</td>
<td>2-3-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit: 12
Human Resources Management Concentration
Credential: Associate in Applied Science
Degree in Human Resources Management
A2512C

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

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

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

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

Course Requirements for Human Resources Management Degree

A. General Education Courses (15 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<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>MKT 120</td>
<td>Principles of Marketing</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Choose one of the following courses in:

Accounting Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>ACC 120</td>
<td>Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
</tbody>
</table>

**Computer Applications Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>CIS 111</td>
<td>PC Literacy</td>
<td>1-2-2</td>
</tr>
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</table>

Economics Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 151</td>
<td>Survey of Economics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ECO 251</td>
<td>Principles of Microeconomics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ECO 252</td>
<td>Principles of Macroeconomics</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Concentration (15 SHC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 217</td>
<td>Employment Law and Regulations</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>
BUS 234  Training and Development  3-0-3  Students may exit with a diploma
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 (20 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 112  Co-op Work Experience I  0-10-1
ISC 121  Environmental Health and Safety  3-0-3

Major Electives – Select One *Effective 2014 Fall
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

Major Electives (Select a minimum of 3 SHC)
ACC 121  Principles of Managerial Accounting  3-2-4
ACC 122  Principles of Financial Accounting II  3-0-3
BUS 225  Business Finance  2-2-3
BUS 228  Business Statistics  2-2-3
BUS 240  Business Ethics  3-0-3
BUS 255  Organizational Behavior in Business  3-0-3
BUS 257  Testing and Assessment  3-0-3
BUS 260  Business Communication  3-0-3
CTS 130  Spreadsheet I  2-2-3
ISC 131  Quality Management  3-0-3
SPA 111  Elementary Spanish I  3-0-3

Total Semester Hours Credit: 68/69

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

1st Semester (Fall)  C-L-SHC
BUS 115  Business Law I  3-0-3
BUS 137  Principles of Management  3-0-3
BUS 256  Recruiting, Selecting and Personnel Planning  3-0-3
**CIS 110  Introduction to Computers  2-2-3
Student Success Course  1-0-1
  9-2-13

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

3rd Semester (Summer)
BUS 252  Labor Relations  3-0-3
ENG 111  Expository Writing  3-0-3
  6-0-6

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

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

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

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

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

Total Semester Hours Credit: 68/69

*Students may substitute MAT 115 (nontransferable).
** Students may substitute CIS 111 (nontransferable)
Human Resources Management Concentration
Credential: Diploma in Human Resources Management
D2512C

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

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

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

Course Requirements for Human Resources Management Diploma

A. General Education Courses (6 SHC)  C-L-SHC
   ENG 111  Expository Writing  3-0-3
   Humanities/Fine Arts Elective  3-0-3

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

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

C. Other Major Hours Required (7-SHC)
   BUS 153  Human Resource Management  3-0-3
   BUS 252  Labor Relations  3-0-3

Student Success – Select One *Effective 2014 Fall
   ACA 111  College Student Success  1-0-1
   ACA 115  Success and Study Skills  0-2-1
   ACA 122  College Transfer Success  1-0-1

Total Semester Hours Required for the Diploma: 39/40

Evening Program for Human Resources Management Diploma
1st Semester (Fall)  C-L-SHC
   BUS 115  Business Law I  3-0-3
   BUS 137  Principles of Management  3-0-3
   BUS 256  Recruit Select and Personnel Planning  3-0-3
   ?CIS 110  Introduction to Computers  2-2-3
   Student Success Course  1-0-1
   10/11-2-13

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

3rd Semester (Summer)
   BUS 252  Labor Relations  3-0-3
   ENG 111  Expository Writing  3-0-3
   6-0-6

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

*Students may substitute CIS 111 (nontransferable).
Total Semester Hours Credit: 39/40
Human Resource Management Concentration
Credential: Human Resources Management Certificate
C2512C

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

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Human Resources Management Concentration and Diploma in Human Resource Management
(Higher entrance standards required)
Program Sites:
Lee Campus – Evening Program, Selected Distance Courses

Course Requirements for Human Resource Management Certificate

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

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

Total Semester Hours Credit Required for Graduation: 18

Semester Curriculum for Human Resource Management Certificate

1st Semester (Fall)
BUS 234 Training and Development 3-0-3
BUS 256 Recruiting, Selecting and Personnel Planning 3-0-3
BUS 258 Compensation and Benefits 3-0-3
Major Electives 9-0-9

2nd Semester (Spring)
BUS 217 Employment Law and Regulations 3-0-3
Major Electives 6-0-6

Total Semester Hours Credit: 18

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

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

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

Course Requirements for Medical Office Administration

A. General Education Courses (15 SHC) C-L-SHC
ENG 111 Expository Writing 3-0-3
*MAT 115 Mathematical Models 3-0-3
**MAT 115 Social/Behavioral Science Elective 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 140 Intro Intercultural Communication 3-0-3
COM 231 Public Speaking 3-0-3
*Students may substitute MAT 140 (transferable).

B. Required Major Core Courses (28/29 SHC)
**CIS 110 Introduction to Computers 1-2-3
ENG 115 Oral Communication 3-0-3
OST 131 Keyboarding 1-2-3
OST 134 Text Entry Formatting 2-2-3
OST 141 Medical Terms I – Medical Office 3-0-3
OST 142 Medical Terms II – Medical Office 3-0-3
OST 148 Medical Coding Billing and Insurance 3-0-3
OST 149 Medical Legal Issues 3-0-3
OST 164 Text Editing Applications 3-0-3
OST 243 Medical Office Simulation 2-2-3
OST 289 Administrative Office Management 2-2-3
*Students may substitute CIS 111 (nontransferable).

C. Other Major Courses Required for Graduation (27 SHC)
ACC 115 College Accounting 3-2-4
COE 111 Co-op Work Experience I 0-10-1
CTS 130 Spreadsheet 2-2-3
OST 132 Keyboard Skill Building 1-2-2
OST 136 Word Processing 2-2-3
OST 184 Records Management 2-2-3
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#### OST 236
**Advanced Word/Information Processing** 2-2-3

#### OST 241
**Medical Office Transcription I** 1-2-2

#### OST 286
**Professional Development** 3-0-3

**Major Electives** 2-0-2

(Select 2.0 credit hours from the following list)

#### OST 242
**Medical Office Transcription II** 1-2-2

#### OST 248
**Diagnostic Coding** 1-2-2

#### OST 281
**Emergency Issues in Medical Office** 3-0-3

#### OST 285
**Adv Emergency Issues in Medical Office** 3-0-3

**Student Success – Select One**

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

**Total Semester Hours Required for Graduation:** 70/71

### Semester Curriculum for Medical Office Administration

#### 1st Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>CIS 110</strong></td>
<td>Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
<td>3-0-3</td>
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<tr>
<td></td>
<td>Communication Elective</td>
<td>3-0-3</td>
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<tr>
<td>OST 131</td>
<td>Keyboarding</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 184</td>
<td>Records Management</td>
<td>2-2-3</td>
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#### 2nd Semester (Spring)

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<tbody>
<tr>
<td>OST 286</td>
<td>Professional Development</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CTS 130</td>
<td>Spreadsheets</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 132</td>
<td>Keyboard Skill Building</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 134</td>
<td>Text Entry and Formatting</td>
<td>2-2-3</td>
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<tr>
<td>OST 136</td>
<td>Word Processing</td>
<td>2-2-3</td>
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<tr>
<td>OST 164</td>
<td>Text Editing Applications</td>
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#### 3rd Semester (Summer)

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<tr>
<td>OST 236</td>
<td>Advanced Word/Information Processing</td>
<td>2-2-3</td>
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<td>OST 289</td>
<td>Administrative Office Management</td>
<td>2-2-3</td>
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#### 4th Semester (Fall)

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<tr>
<td>ACC 115</td>
<td>College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>OST 141</td>
<td>Medical Terms I-Medical Office</td>
<td>3-0-3</td>
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<tr>
<td>OST 148</td>
<td>Medical Coding, Billing and Insurance</td>
<td>3-0-3</td>
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<tr>
<td>OST 149</td>
<td>Medical Legal Issues</td>
<td>3-0-3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
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#### 5th Semester (Spring)

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<tr>
<td>COE 111</td>
<td>Co-op Work Experience I</td>
<td>0-10-1</td>
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<tr>
<td></td>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
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<tr>
<td>*MAT 115</td>
<td>Mathematical Models</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 142</td>
<td>Medical Terms II-Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 241</td>
<td>Medical Office Transcription I</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 243</td>
<td>Medical Office Simulation</td>
<td>2-2-3</td>
</tr>
<tr>
<td></td>
<td>Major Elective</td>
<td>2-0-2</td>
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*Students may substitute MAT 140 (transferable).

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

**Total Semester Hours Credit:** 70/71
Medical Office Administration  
**Credential: Medical Office Insurance Coding Certificate (Distance Education)**  
C25310IC

This program is designed to provide students with skills necessary for positions in medical and allied health facilities requiring a comprehensive knowledge of ICD-9 and CPT codes. This concentrated program provides training in medical terminology, coding, billing, and insurance procedures. Employment opportunities include medical offices, research facilities, health insurance companies, billing agencies, and allied health facilities. Upon completion of this training, students will be prepared to perform data entry associated to billing and recordkeeping of medical diagnosis, charges, and insurance documentation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters  
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Office Insurance Coding Certificate.  
Program Sites: Distance Program  
Lee and Harnett Campus – Day Program

<table>
<thead>
<tr>
<th>Course Requirements for Medical Office Ins. Coding Certificate</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses (16/17 SHC)</strong></td>
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</tr>
<tr>
<td>*CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<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>
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<tr>
<td>OST 148 Medical Coding Billing and Insurance</td>
<td>3-0-3</td>
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<tr>
<td>OST 149 Medical Legal Issues</td>
<td>3-0-3</td>
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<tr>
<td>OST 248 Diagnostic Coding</td>
<td>1-2-2</td>
</tr>
<tr>
<td><strong>Students may substitute CIS 111 (nontransferable).</strong></td>
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</tr>
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Total Semester Hours Credit Required for Graduation: 16 SHC

Semester Curriculum for Medical Office Ins. Coding Certificate

<table>
<thead>
<tr>
<th>1st Semester (Fall)</th>
<th>C-L-SHC</th>
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<tbody>
<tr>
<td>OST 141</td>
<td>3-0-3</td>
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<tr>
<td>OST 148</td>
<td>3-0-3</td>
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<tr>
<td>OST 149</td>
<td>3-0-3</td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester (Spring)</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CIS 110</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 142</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 248</td>
<td>1-2-2</td>
</tr>
</tbody>
</table>

**Total Semester Hours Credit: 16 SHC**

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Medical Office Administration  
**Credential: Medical Transcription Certificate C25310T0**

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

Program Length: 2 Semesters  
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Machine Transcription Certificate.  
Program Sites: Distance Program  
Lee and Harnett Campus – Day Program

<table>
<thead>
<tr>
<th>Course Requirements for Medical Transcription Certificate</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses (16 SHC)</strong></td>
<td></td>
</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>
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<tr>
<td>OST 149 Medical Legal Issues</td>
<td>3-0-3</td>
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<tr>
<td>OST 164 Text Editing Applications</td>
<td>3-0-3</td>
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<tr>
<td>OST 241 Medical Office Transcription I</td>
<td>1-2-2</td>
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<tr>
<td>OST 242 Medical Office Transcription II</td>
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Total Semester Hours Credit Required for Graduation: 16 SHC

Semester Curriculum for Medical Transcription Certificate

<table>
<thead>
<tr>
<th>1st Semester (Fall)</th>
<th>C-L-SHC</th>
</tr>
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<tbody>
<tr>
<td>OST 141</td>
<td>3-0-3</td>
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<tr>
<td>OST 149</td>
<td>3-0-3</td>
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<tr>
<td>OST 164</td>
<td>3-0-3</td>
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<table>
<thead>
<tr>
<th>2nd Semester (Spring)</th>
<th>C-L-SHC</th>
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<td>OST 142</td>
<td>3-0-3</td>
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<tr>
<td>OST 241 (1st minimester)</td>
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</tr>
<tr>
<td>OST 242 (2nd minimester)</td>
<td>1-2-2</td>
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</table>

**Total Semester Hours Credit: 16 SHC**

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

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

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

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

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

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

Course Requirements for Networking Technology Degree

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>*MAT 140</td>
<td>Survey of Mathematics</td>
<td>3-0-3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
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<tr>
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<td>Social/Behavioral Science Elective</td>
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</table>

B. Technical Core Courses (33 SHC):

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<th>Course</th>
<th>Title</th>
<th>SHC</th>
</tr>
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<tbody>
<tr>
<td>CIS 115</td>
<td>Introduction to Programming and Logic</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CTS 120</td>
<td>Hardware/Software Support</td>
<td>2-3-3</td>
</tr>
<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NET 125</td>
<td>Networking Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 126</td>
<td>Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 225</td>
<td>Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226</td>
<td>Routing and Switching II</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating Systems Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 120</td>
<td>Linux/UNIX Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 130</td>
<td>Windows Single User</td>
<td>2-2-3</td>
</tr>
<tr>
<td>SEC 110</td>
<td>Security Concepts</td>
<td>2-2-3</td>
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C. Required Subject Areas (12 SHC)

Business—Select one:

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<th>Title</th>
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<tr>
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<td>Introduction to Business</td>
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<tr>
<td>CTS 115</td>
<td>Information Systems Business Concepts</td>
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Design:

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<tbody>
<tr>
<td>NET 289</td>
<td>Networking Project</td>
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Operating System Administration:

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<tbody>
<tr>
<td>NOS 220</td>
<td>Linux/UNIX Administration</td>
<td>2-2-3</td>
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D. Other Major Hours (10 SHC)

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<th>Course</th>
<th>Title</th>
<th>SHC</th>
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<tbody>
<tr>
<td>NET 116</td>
<td>Fundamentals of Voice/Data Cable</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 230</td>
<td>Windows Admin I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>SEC 160</td>
<td>Security Fundamentals I</td>
<td>2-2-3</td>
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Student Success—Select one:

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<th>Title</th>
<th>SHC</th>
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<tbody>
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<td>ACA 111</td>
<td>College Student Success</td>
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</tr>
<tr>
<td>ACA 115</td>
<td>Success and Study Skills</td>
<td>0-2-1</td>
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<tr>
<td>ACA 122</td>
<td>College Transfer Success</td>
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Total Semester Credit Hours: 70

Semester Curriculum for Networking Technology

1st Semester (19 SHC) C-L-SHC

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<th>Course</th>
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<tbody>
<tr>
<td>ACA 111</td>
<td>College Student Success</td>
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<tr>
<td>CIS 110</td>
<td>Introduction to Computers</td>
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<td>NET 125</td>
<td>Networking Basics</td>
<td>1-4-3</td>
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<td>NET 126</td>
<td>Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NOS 110</td>
<td>Operating Systems Concepts</td>
<td>2-3-3</td>
</tr>
<tr>
<td>NOS 130</td>
<td>Windows Single User (MCP)</td>
<td>2-2-3</td>
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<td>CTS 120</td>
<td>Hardware/Software Support</td>
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2nd Semester (21 SHC)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 115</td>
<td>Intro to Programming &amp; Logic</td>
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<tr>
<td>NET 225</td>
<td>Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226</td>
<td>Routing and Switching II</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NOS 120</td>
<td>Linux/UNIX Single User (Linux +)</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 220</td>
<td>Linux/UNIX Administration</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NOS 230</td>
<td>Windows Admin I</td>
<td>2-2-3</td>
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<tr>
<td>SEC 110</td>
<td>Security Concepts</td>
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3rd Semester (Summer) (6 SHC)

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<th>Course</th>
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<tbody>
<tr>
<td>NET 116</td>
<td>Fundamentals of Voice/Data Cable</td>
<td>2-2-3</td>
</tr>
<tr>
<td>NET 289</td>
<td>Networking Project</td>
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4th Semester (12 SHC)

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<tr>
<td>DBA 110</td>
<td>Database Concepts</td>
<td>2-3-3</td>
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<tr>
<td>ENG 111</td>
<td>Expository Writing</td>
<td>3-0-3</td>
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<tr>
<td></td>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
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</tbody>
</table>
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MAT 140  Survey of Mathematics  3-0-3
11-3-12

5th Semester (12 SHC)
BUS 110  Introduction to Business  3-0-3
OR
CTS 115  Info Sys Business Concepts  3-0-3
ENG 114  Professional Research and Reporting  3-0-3
SEC 160  Security Fundamentals I  2-2-3
Social/Behavioral Science Elective  3-0-3
11-2-12

*Students may substitute MAT 161

Total Semester Hours Credit:  70

*Effective 2014 Spring

Networking Technology Credential: Diploma in Networking Technology
D25340

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

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

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

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

Course Requirements for Network Technology Diploma

A. General Education Courses (6 SHC)  C-L-SHC
ENG 111  Expository Writing  3-0-3
*MAT 140  Survey of Mathematics  3-0-3

B. Technical Core (12 SHC)
CTS 120  Hardware/Software Support  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

C. Other Major Hours (25 SHC)
CIS 110  Introduction to Computers  2-2-3
NET 226  Routing and Switching II  1-4-3
NOS 110  Operating Systems Concepts  2-2-3
NOS 120  Linux/UNIX Single User  2-2-3
NOS 130  Windows Single User  2-2-3
NOS 220  Linux/UNIX Administration I  2-2-3
NOS 230  Windows Admin I  2-2-3
SEC 110  Security Concepts  2-2-3

Student Success—Select one:
**Networking Technology**

**Credential: Network Infrastructure Certificate C25340NI**

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

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

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

**Program Length:** 2 Semesters

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

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

### Course Requirements for Network Infrastructure Certificate

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
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</tr>
<tr>
<td>NET 226</td>
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<td>1-4-3</td>
</tr>
</tbody>
</table>

**Total Semester Hours Credit:** 12
Networking Technology Credential: Network Operating System Certificate C25340N0

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

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

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

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

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

Course Requirements for Network Security Certificate

<table>
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<th>Required Major Core Courses (18 SHC)</th>
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<td>SEC 110  Security Concepts</td>
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</tr>
<tr>
<td>SEC 160  Security Fundamentals I</td>
<td>2-2-3</td>
</tr>
<tr>
<td>Total Semester Hours Credit: 18</td>
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</tbody>
</table>

*Effective 2014 Spring

Networking Technology Credential: Network Security Certificate C25340SE

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

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

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

Program Length: 2 semesters

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

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Networking Technology Credential: Network Operating System Certificate C25340N0

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

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

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

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

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

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

Course Requirements for Network Security Certificate

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</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 and Harnett Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree
A. General Education Courses (15 SHC) C-L-SHC
   ENG 111 Expository Writing 3-0-3
   ENG 140 Oral Communication 3-0-3
   MAT 115 Mathematical Models 3-0-3
   MAT 140 Social/Behavioral Science Elective 3-0-3
   *Students may substitute MAT 140 (transferable).

   Communications Elective (Select 3 SHC)
   ENG 115 Oral Communication 3-0-3
   COM 116 Intro to Communication 3-0-3
   COM 120 Intro Personal Communication 3-0-3
   COM 140 Intro Intercultural Communication 3-0-3
   COM 206 Public Speaking 3-0-3
   COM 231 Public Speaking 3-0-3

   B. Required Major Core Courses (14/15 SHC)
   **CIS 110 Introduction to Computers 2-2-3
   OST 134 Text Entry and Formatting 2-2-3
   OST 164 Text Editing Applications 3-0-3
   OST 184 Records Management 2-2-3
   OST 239 Administrative Office Management 2-2-3
   **Students may substitute CIS 111 (nontransferable).

   C. Other Major Hours Required for Graduation (41 SHC)
   ACC 115 College Accounting 3-2-4
   BUS 115 Business Law I 3-0-3
   COE 111 Co-op Work Experience I 0-10-1
   CTS 130 Spreadsheets 2-2-3
   OST 131 Keyboarding 1-2-2
   OST 132 Keyboard Skill Building 1-2-2
Office Administration

Credential: Office Administration Diploma
D25370

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

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

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

Course Requirements for Office Administration Diploma

A. General Education Courses (9 SHC) C-L-SHC

- ENG 111 Expository Writing 3-0-3
- Communications Elective 3-0-3
- Social/Behavioral Science Elective 3-0-3

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

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

- *Students may substitute CIS 111 (nontransferable).

C. Other Major Hours Required for Graduation (17 SHC)

- CTS 130 Spreadsheets 2-2-3
- OST 131 Keyboarding 1-2-2
- OST 132 Keyboard Skill Building 1-2-2
- OST 136 Word Processing 2-2-3
- CTS 130 Spreadsheets 2-2-3
- CTS 130 Spreadsheets 2-2-3
- CTS 130 Spreadsheets 2-2-3
- CTS 130 Spreadsheets 2-2-3
- CTS 130 Spreadsheets 2-2-3

Total Semester Hours Credit: 70/71
Office Administration
Credential: Information and Word Processing Certificate
C25370W0

This certificate program provides the graduate with the basic keyboarding and word processing skills necessary to enter the job market as an information and word processor. Specific emphases will be placed on a variety of office software and the specific capabilities of word processing, office publications, document formatting and editing, and proofreading. Credits earned in this program may be transferred toward a diploma and/or an Associate in Applied Science Degree in Office Administration and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the diploma/degree program.

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

Program Sites: Distance Program Lee and Harnett Campus - Day Program

Course Requirements for Information and Word Processing Certificate

Required Courses (14/13 SHC)
*CIS 110  Introduction to Computers  2-2-3
OST 131  Keyboarding  1-2-2
OST 134  Text Entry and Formatting  2-2-3
OST 136  Word Processing  2-2-3
OST 236  Advanced Word/Information Processing  2-2-3
*Students may substitute CIS 111 (nontransferable).

Total Semester Hours Credit Required for Graduation: 14/13
Office Administration
Credential: Receptionist Certificate
C25370R0

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

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

Program Sites: Distance Programs
Lee and Harnett Campus - Day Program

Course Requirements for Receptionist Certificate

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

*Students may substitute CIS 111 (nontransferable).

Total Semester Hours Credit Required for Graduation: 17/16

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

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

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

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

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

Course Requirements for Paralegal Technology Degree

A. General Education Courses (15 SHC) C-L-SHC
ENG 111 Expository Writing 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
*MAT 140 Survey of Mathematics 3-0-3
Humanities/Fine Arts Elective 3-0-3
Social/Behavioral Science Elective 3-0-3

B. Required 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 (34 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
Paralegal Technology
Credential: Paralegal Technology Diploma
D25380

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

Program Specific Entrance Standards: A Baccalaureate and/or an Associate Degree including credit for ENG 111 or equivalent and 3 SHC in general education.
Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology (Higher entrance standards required); Paralegal Technology Diploma
Program Sites: Lee County Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma

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

B. Other Major Hours Required. (20 SHC)
ACC 115 College Accounting 3-2-4
LEX 121 Legal Research/Writing II 2-2-3
LEX 160 Criminal Law 2-2-3
LEX 211 Real Property II 1-4-3
LEX 260 Bankruptcy and Collections 3-0-3
LEX 271 Law Office Writing 1-2-2
LEX 280 Ethics and Professionalism 2-0-2

Total Semester Hours Credit Required for Graduation: 43

Semester Curriculum for Paralegal Technology Diploma

1st Semester (Fall) C-L-SHC
LEX 110 Introduction to Paralegal Study 2-0-2
LEX 120 Legal Research/Writing I 2-2-3
LEX 130 Civil Injuries 3-0-3
LEX 150 Commercial Law 2-2-3
LEX 210 Real Property I 3-0-3
LEX 250 Wills, Estates, and Trusts 2-2-3

Total Semester Hours Credit: 75

* Students may substitute MAT 115 (nontransferable)