Select additional courses from UGETC courses listed above or from the courses classified as General Education courses in the NCCCS Combined Course Library.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>General Biology I</td>
<td>3-3-4</td>
</tr>
<tr>
<td>CHM 152</td>
<td>General Chemistry II</td>
<td>3-3-4</td>
</tr>
<tr>
<td>COM 110</td>
<td>Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CSC 134</td>
<td>C++ Programming</td>
<td>2-3-3</td>
</tr>
<tr>
<td>CSC 151</td>
<td>JAVA Programming</td>
<td>2-3-3</td>
</tr>
<tr>
<td>DFT 170</td>
<td>Engineering Graphics</td>
<td>2-2-3</td>
</tr>
<tr>
<td>ECO 252</td>
<td>Principles of Macroeconomics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>EGR 210</td>
<td>Intro to Electr./Computer Engineering Lab</td>
<td>1-3-2</td>
</tr>
<tr>
<td>EGR 212</td>
<td>Logic System Design I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>EGR 215</td>
<td>Network Theory I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>EGR 216</td>
<td>Logic and Network Lab</td>
<td>0-3-1</td>
</tr>
<tr>
<td>EGR 220</td>
<td>Engineering Statics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>EGR 225</td>
<td>Engineering Dynamics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>EGR 228</td>
<td>Introduction to Solid Mechanics</td>
<td>3-0-3</td>
</tr>
<tr>
<td>HUM 110</td>
<td>Technology and Society</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 280</td>
<td>Linear Algebra</td>
<td>2-2-3</td>
</tr>
<tr>
<td>PED 110</td>
<td>Fit and Well for Life</td>
<td>1-2-2</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours Required for Degree: 60/61 SHC

**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 Main Campus - Day Program, Selected Evening; Distance Education

**Course Requirements for Accounting Degree**

<table>
<thead>
<tr>
<th>I. General Education Academic Core (15 SHC)</th>
<th>C-L-SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114 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>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 110 Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>MAT 143 Quantitative Literacy</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Major Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Major Requirements (24 SHC)</td>
</tr>
<tr>
<td>ACC 120 Principles of Financial Accounting</td>
</tr>
<tr>
<td>ACC 121 Principles of Managerial Accounting</td>
</tr>
<tr>
<td>ACC 129 Individual Income Taxes</td>
</tr>
<tr>
<td>ACC 220 Intermediate Accounting I</td>
</tr>
<tr>
<td>BUS 115 Business Law I</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
</tr>
<tr>
<td>Economics Requirement—Take one course (3 SHC)</td>
</tr>
<tr>
<td>ECO 151 Survey of Economics</td>
</tr>
<tr>
<td>ECO 251 Principles of Microeconomics</td>
</tr>
<tr>
<td>ECO 252 Principles of Macroeconomics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Other Major Requirements (29 SHC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
</tr>
<tr>
<td>ACC 130 Business Income Taxes</td>
</tr>
<tr>
<td>ACC 140 Payroll Accounting</td>
</tr>
<tr>
<td>ACC 150 Accounting Software Applications</td>
</tr>
<tr>
<td>ACC 221 Intermediate Accounting II</td>
</tr>
<tr>
<td>ACC 227 Practices in Accounting</td>
</tr>
<tr>
<td>BUS 110 Introduction to Business</td>
</tr>
<tr>
<td>BUS 125 Personal Finance</td>
</tr>
<tr>
<td>BUS 225 Business Finance</td>
</tr>
<tr>
<td>*Technical Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Other Requirements (1 SHC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one course:</td>
</tr>
<tr>
<td>ACA 111 College Student Success</td>
</tr>
<tr>
<td>ACA 115 Success and Study Skills</td>
</tr>
<tr>
<td>ACA 122 College Transfer Success</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required: 69

*Accounting Electives (Choose 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   |
Accounting
Credential: Diploma in Accounting
D25100

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

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

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

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

Course Requirements for Accounting Diploma
I. General Education Academic Core (6 SHC)  C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
MAT 110 Math Measurement & Literacy 2-2-3
OR
MAT 143 Quantitative Literacy 2-2-3

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

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

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

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

Total Semester Hours Credit Required: 39

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

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 Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Income Tax Preparer Certificate
I. Major Hours
A. Major Requirements (7 SHC)  C-L-SHC
ACC 120 Principles of Financial Accounting 3-2-4
ACC 129 Individual Income Taxes 2-2-3

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

Total Semester Hours Credit Required for Graduation: 16
Accounting
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 Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Payroll Accounting Certificate
I. General Education Academic Core (0 SHC) C-L-SHC

II. Major Hours
A. Major Requirements (10 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
ACC 129 Individual Income Taxes 2-2-3
CIS 110 Introduction to Computers 2-2-3

B. Other Major Requirements (7 SHC)
ACC 140 Payroll Accounting 1-2-2
ACC 150 Accounting Software Applications 1-2-2
BUS 125 Personal Finance 3-0-3
MKT 120 Principles of Marketing 3-0-3

Total Semester Hours Credit Required: 17

Accounting
Credential: Small Business Financial Advisor 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 Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor Certificate
I. General Education Academic Core (0 SHC) C-L-SHC

II. Major Hours
A. Major Requirements (8 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
ACC 121 Principles of Managerial Accounting 3-2-4

B. Other Major Hours (10 SHC)
ACC 140 Payroll Accounting 1-2-2
ACC 150 Accounting Software Applications 1-2-2
BUS 125 Personal Finance 3-0-3
MKT 120 Principles of Marketing 3-0-3

Total Semester Hours Credit Required: 18

Business Administration
Credential: - Associate in Applied Science Degree in Business Administration (General Business Administration Track) A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy.
Coursework includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

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

Course Requirements for Business Administration Degree—General Business Administration and Human Resource Management Tracks
I. General Education Academic Core (15 SHC) C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
II. Major Hours

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

B. Required Subject Areas (12 SHC)
BUS 125 Personal Finance 3-0-3
BUS 153 Human Resource Management 3-0-3
BUS 225 Business Finance 2-2-3
BUS 240 Business Ethics 3-0-3

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

*Technical Elective 4

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

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

**Major Electives may not also count as a required course

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

The Business Management Diploma is designed to introduce students to basic management skills required for an entry-level position in business management.

Coursework includes basic concepts in such areas as accounting, economics, business law, computer technology, management, and basic computation and communication.

Graduates are prepared for entry-level employment opportunities in the area of management including employment in business and government agencies and financial institutions.

Program Length: 3 semesters

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

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

Course Requirements for Business Administration Diploma—General Business Administration Track

I. General Education Courses (6 SHC) C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
MAT 110 Math Measurement & Literacy 2-2-3
OR
MAT 143 Quantitative Literacy 2-2-3

II. Major Hours (29)
A. Technical Core (22 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
BUS 110 Introduction to Business 3-0-3
BUS 115 Business Law I 3-0-3
BUS 137 Principles of Management 3-0-3
CIS 110 Introduction to Computers 2-2-3
MKT 120 Principles of Marketing 3-0-3

Economics Requirement—Take one course (3 SHC)
ECO 151 Survey of Economics 3-0-3
ECO 251 Principles of Microeconomics 3-0-3
ECO 252 Principles of Macroeconomics 3-0-3
INT 110 International Business 3-0-3
MKT 123 Fundamentals of Selling 3-0-3
MKT 220 Advertising and Sales Promotion 3-0-3
MKT 232 Social Media Marketing 3-2-4
WEB 214 Social Media 2-2-3

B. Required Subject Areas (3 SHC)
BUS 125 Personal Finance 3-0-3
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:
I. General Education Academic Core (0 SHC)  C-L-SHC
II. Major Hours (18 SHC)  C-L-SHC

A. Technical Core (9 SHC)
BUS 110 Introduction to Business 3-0-3
BUS 137 Principles of Management 3-0-3
CIS 110 Introduction to Computers 2-2-3

B. Required Subject Area (3 SHC)
BUS 153 Human Resource Management 3-0-3

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

Total Semester Hours Credit Required: 18
Program Length: 2 semesters
Career Pathway Options: Diploma in Business Administration; Associate in Applied Science Degree in Business Administration
Program Sites: Lee Campus – Day and Evening; Distance Education

Course Requirements for the Retail Management Certificate Trainee Certificate:
I. General Education Academic Core (0 SHC)  C-L-SHC

II. Major Hours (18 SHC)
A. Technical Core (7 SHC)
ACC 120 Principles of Financial Accounting 3-2-4
BUS 137 Principles of Management 3-0-3

B. Required Subject Area (3 SHC)
BUS 153 Human Resource Management 3-0-3

C. Other Major Hours (8 SHC)
ACC 121 Principles of Managerial Accounting 3-2-4
MKT 223 Customer Service 3-0-3
WBL 111 Work-Based Learning I 0-10-1

Total Semester Hours Credit Required: 18

Business Administration Credential: Social Media Marketing Certificate C25120S0

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

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

Course Requirements for Social Media Marketing Certificate
I. General Education Academic Core (0 SHC)  C-L-SHC

II. Major Hours (16 SHC)
A. Technical Core (3 SHC)
MKT 120 Principles of Marketing 3-0-3

B. Required Subject Area (3 SHC)
BUS 110 Introduction to Business 3-0-3

C. Other Major Hours (10 SHC)
WEB 214 Social Media 2-2-3
MKT 220 Advertising & Sales Promotion 3-0-3
MKT 232 Intermediate Social Media Marketing 3-2-4

Total Semester Hours Credit Required: 16

Business Administration Credential: - Associate in Applied Science (Human Resource Management Track) A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy.
Coursework includes business concepts such as accounting, business law, economics, management, and marketing.
Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.
Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

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

Course Requirements for Business Administration Degree—Human Resource Management Tracks
I. General Education Academic Core (15 SHC)  C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
Humanities/Fine Arts Elective 3-0-3
Social/Behavioral Science Elective 3-0-3
MAT 110 Math Measurement & Literacy 2-2-3
OR
MAT 143 Quantitative Literacy 2-2-3

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

B. Required Subject Areas (15 SHC)  
BUS 217  Employment Law and Regulations  3-0-3  
BUS 234  Training and Development  3-0-3  
BUS 256  Recruit, Select and Personnel Planning  3-0-3  
BUS 258  Compensation and Benefits  3-0-3  
BUS 259  HRM Applications  3-0-3  

C. Other Major Hours (17 SHC)  
BUS 153  Human Resource Management  3-0-3  
BUS 261  Diversity in Management  3-0-3  
WBL 111  Work-Based Learning I  0-10-1  

*Technical Elective  4  

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

Total Semester Hours Credit Required for Human Resource Management Track: 70  

Technical Electives* (Choose 4 SHC for either track selected)  
ACC 121  Principles of Managerial Accounting  3-2-4  
ACC 122  Principles of Financial Accounting II  3-0-3  
ACC 129  Individual Income Taxes  2-2-3  
ACC 130  Business Income Taxes  2-2-3  
ACC 140  Payroll Accounting  1-2-2  
ACC 150  Accounting Software Applications  1-2-2  
BUS 116  Business Law II  3-0-3  
BUS 151  People Skills  3-0-3  
BUS 196  Seminar in Business Administration  1-3-1  
BUS 228  Business Statistics  2-2-3  
BUS 255  Organizational Behavior in Business  3-0-3  
BUS 270  Professional Development  3-0-3  
BUS 280  REAL Small Business  4-0-4  
CHI 111  Elementary Chinese I  3-0-3  
CTS 130  Spreadsheet  2-2-3  
ECO 151  Survey of Economics  3-0-3  
ECO 251  Principles of Microeconomics  3-0-3  
ECO 252  Principles of Macroeconomics  3-0-3  
INT 110  International Business  3-0-3  
MKT 123  Fundamentals of Selling  3-0-3  
MKT 220  Advertising and Sales Promotion  3-0-3  
MKT 232  Social Media Marketing  3-2-4  
WEB 214  Social Media  2-2-3  

**Major Electives may not also count as a required course  

Business Administration  
Credential: Diploma in Business Administration (Human Resource Management Track)  
D25120M0  
The Business Management Diploma is designed to introduce students to basic management skills required for an entry-level position in business management. Coursework includes basic concepts in such areas as accounting, economics, business law, computer technology, management, and basic computation and communication. Graduates are prepared for entry-level employment opportunities in the area of management including employment in business and government agencies and financial institutions.  

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

Course Requirements for Business Administration Diploma—(Human Resources Track)  
I. General Education Courses (6 SHC)  
ENG 111  Writing and Inquiry  3-0-3  
MAT 110  Math Measurement & Literacy  2-2-3  
OR  
MAT 143  Quantitative Literacy  2-2-3  

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

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

B. Required Subject Areas (6 SHC)  
BUS 217  Employment Law and Regulations  3-0-3  
BUS 256  Recruit, Select and Personnel Planning  3-0-3  

C. Other Major Hours (9 SHC)  
BUS 153  Human Resource Management  3-0-3  
BUS 234  Training and Development  3-0-3  
BUS 258  Compensation and Benefits  3-0-3  

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

Total Semester Hours Credit Required for Business Administration Diploma—(Human Resources Track): 70
Business Administration
Credential: Human Resources Management Certificate
C25120C0

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

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

Course Requirements for Human Resource Management Certificate
I. General Education Academic Core (0 SHC) C-L-SHC

II. Major Hours (18 SHC) C-L-SHC
A. Technical Core (3 SHC)
BUS 137 Principles of Management 3-0-3

B. Required Subject Area (15 SHC)
BUS 217 Employment Law and Regulations 3-0-3
BUS 234 Training and Development 3-0-3
BUS 256 Recruit, Select and Personnel Planning 3-0-3
BUS 258 Compensation and Benefits 3-0-3
*Technical Elective 3-0-3

Total Semester Hours Credit Required: 18

*Technical Electives (Choose 3 SHC)
BUS 151 People Skills 3-0-3
BUS 153 Human Resource Management 3-0-3
BUS 261 Diversity in Management 3-0-3

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

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

Communications Requirement—Take 3 SHC
ENG 112 Writing/Research in the Disc 3-0-3
ENG 113 Literature-Based Research 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
ENG 115 Oral Communications 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 140 Intro Intercultural Communication 3-0-3
COM 231 Public Speaking 3-0-3
MAT 110 Math Measurement & Literacy 2-2-3
OR
MAT 143 Quantitative Literacy 2-2-3
II. Major Hours
A. Technical Core (26 SHC)
ACC 120 Princ of Financial Acct 3-2-4
ACC 121 Princ of Managerial Acct 3-2-4
CIS 110 Introduction to Computers 2-2-3
HMT 110 Intro to Healthcare Mgmt 3-0-3
OST 141 Medical Terms I – Medical Office 3-0-3
OST 142 Medical Terms II – Medical Office 3-0-3
OST 148 Medical Insurance and Billing 3-0-3
OST 149 Medical Legal Issues 3-0-3

B. Required Subject Area (12 SHC)
BUS 110 Introduction to Business 3-0-3
BUS 153 Human Resource Management 3-0-3
BUS 260 Business Communications 3-0-3
HMT 211 Long-Term Care Administration 3-0-3
HMT 220 Healthcare Financial Mgmt 4-0-4
SPA 111 Elementary Spanish I 3-0-3
WBL 111 Work-Based Learning I 0-10-1

C. Other Major Hours (11 SHC)
HMT 212 Mgmt of Healthcare Organizations 3-0-3

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

Total Semester Hours Required: 65

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

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

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

Course Requirements for Medical Office Administration
I. General Education Academic Core (15 SHC)  C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
MAT 110 Math Measurement & Literacy 2-2-3

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

B. Required Subject Area (12 SHC)
OST 184 Records Management 2-2-3
OST 243 Medical Office Simulation 2-2-3
OST 247 Procedural Coding 3-0-3
OST 286 Professional Development 3-0-3

C. Other Major Hours (16 SHC)
ACC 115 College Accounting 3-2-4
CTS 130 Spreadsheet 2-2-3
OST 131 Keyboarding 1-2-2
OST 248 Diagnostic Coding 3-0-3
WBL 111 Work-Based Learning I 0-10-1

**Technical Elective 3

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

Total Semester Hours Required: 68

* Communications elective (Choose 3 SHC)
ENG 112 Writing/Research in the Disc 3-0-3
ENG 113 Literature-Based Research 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
ENG 115 Oral Communications 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 140 Intro Intercultural Communication 3-0-3
COM 231 Public Speaking 3-0-3

**Technical Electives – (Choose 3 SHC):
OST 241 Medical Office Transcription I 2-2-3
OST 242 Medical Office Transcription II 2-2-3
OST 281 Emergency Issues in Medical Office 3-0-3
OST 236 Advanced Word/Info. Processing 2-2-3
Medical Office Administration
Credential: Associate in Applied Science
Diploma in Medical Office Administration
D25310MO

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
I. General Education Academic Core (6 SHC) C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
*Communication Elective 3-0-3

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

B. Required Subject Area (9 SHC)
OST 184 Records Management 2-2-3
OST 243 Medical Office Simulation 2-2-3
OST 247 Procedural Coding 3-0-3

C. Other Major Hours (5 SHC)
OST 131 Keyboarding 1-2-2
OST 248 Diagnostic Coding 3-0-3

Total Semester Hours Required: 44

* Communications Electives (Choose 3 SHC)
ENG 112 Writing/Research in the Disc 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
ENG 115 Oral Communications 3-0-3
ENG 116 Technical Report Writing 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 231 Public Speaking 3-0-3

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

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

Course Requirements for Medical Office Insurance Coding Certificate
I. General Education Academic Core (0 SHC) C-L-SHC

II. Major Hours
A. Technical Core (6 SHC)
C-L-SHC
OST 141 Medical Terms I-Medical Office 3-0-3
OST 142 Medical Terms II-Medical Office 3-0-3

B. Required Subject Area (9 SHC)
OST 148 Medical Coding Billing and Insurance 3-0-3
OST 247 Procedural Coding 3-0-3
OST 248 Diagnostic Coding 3-0-3

C. Other Major Hours (3 SHC)
OST 149 Medical Legal Issues 3-0-3

Total Semester Hours Credit Required: 18

Medical Office Administration
Credential: Medical Machine Transcription Certificate
C25310T0

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

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

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

Course Requirements for Medical Transcription Certificate

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

II. Major Hours
A. Technical Core (6 SHC)  C-L-SHC
OST 141 Medical Terms I-Medical Office  3-0-3
OST 142 Medical Terms II-Medical Office  3-0-3

B. Required Subject Area (9 SHC)
OST 164 Office Editing  3-0-3
OST 241 Medical Office Transcription I  2-2-3
OST 242 Medical Office Transcription II  2-2-3

C. Other Major Hours (3 SHC)
OST 149 Medical Legal Issues  3-0-3

Total Semester Hours Credit Required: 18

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

I. General Education Academic Core (15 SHC)  C-L-SHC
ENG 111 Writing and Inquiry  3-0-3
MAT 110 Math Measurement & Literacy  2-2-3
OR
MAT 143 Quantitative Literacy  2-2-3

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

B. Required Subject Area (9 SHC)
OST 135 Advanced Text Entry and Format  2-2-3
OST 136 Word Processing  2-2-3
OST 138 Advanced Software Application  2-2-3

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

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

*Communication Elective
ENG 112 Writing/Research in the Disc  3-0-3
ENG 113 Literature-Based Research  3-0-3
ENG 114 Prof Research and Reporting  3-0-3
ENG 115 Oral Communications  3-0-3
COM 110 Introduction to Communication  3-0-3
COM 120 Intro Interpersonal Communication  3-0-3
COM 231 Public Speaking  3-0-3

Total Semester Hours Credit Required: 65
Office Administration
Credential: Office Administration Diploma
D25370

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

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

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

Course Requirements for Office Administration Diploma

I. General Education Academic Core (6 SHC) C-L-SHC
   ENG 111 Writing and Inquiry 3-0-3
   *Communications course 3-0-3

II. Major Hours
   A. Technical Core (15 SHC)
      OST 134 Text Entry and Formatting 2-2-3
      OST 137 Office Software Applications 2-2-3
      OST 164 Office Editing 3-0-3
      OST 184 Records Management 2-2-3
      OST 289 Office Admin. Capstone 2-2-3
   
   B. Required Subject Area (8 SHC)
      OST 131 Keyboarding 1-2-2
      OST 136 Word Processing 2-2-3
      OST 236 Advanced Word/Information Processing 2-2-3
   
   C. Other Major Hours (9 SHC)
      CIS 110 Introduction to Computers 2-2-3
      CTS 130 Spreadsheet 2-2-3
      OST 286 Professional Development 3-0-3

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

Total Semester Hours Credit Required: 39

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 Education
Lee and Harnett Campus - Day

Course Requirements for Information and Word Processing Certificate

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

II. Major Hours
   A. Technical Core (9 SHC)
      OST 164 Office Editing 3-0-3
      CIS 110 Introduction to Computers 2-2-3
      OST 134 Text Entry and Formatting 2-2-3
   
   B. Required Subject Area (6 SHC)
      OST 136 Word Processing 2-2-3
      OST 236 Advanced Word/Information Processing 2-2-3
   
   C. Other Major Hours (2 SHC)
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); Information and Word Processing Certificate; Receptionist Certificate.

Program Sites: Distance Education
Lee and Harnett Campus - Day

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

II. Major Hours
A. Technical Core (6 SHC)
OST 164 Office Editing 3-0-3
CIS 110 Introduction to Computers 2-2-3

B. Required Subject Area (8 SHC)
OST 131 Keyboarding 1-2-2
OST 134 Text Entry & Formatting 3-0-3
OST 136 Word Processing 2-2-3

C. Other Major Hours (3 SHC)
OST 286 Professional Development 3-0-3

Total Semester Hours Credit Required: 17

THE STATON FAMILY
DEPARTMENTEN OF PARALEGAL STUDIES

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

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

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

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

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

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

Course Requirements for Paralegal Technology Degree
I. General Education Academic Core (18 SHC) C-L-SHC
ENG 111 Writing and Inquiry 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
MAT 110 Mathematical Measurement and Literacy 2-2-3
Humanities/Fine Arts Elective 3-0-3
Social/Behavioral Science Elective 3-0-3
*Communications Elective 3

II. Major Hours (56 SHC)
A. Technical Core (23 SHC)
LEX 110 Introduction to Paralegal Study 2-0-2
LEX 120 Legal Research/Writing I 2-2-3
LEX 130 Civil Injuries 3-0-3
LEX 140 Civil Litigation I 3-0-3
LEX 150 Commercial Law 2-2-3
LEX 210 Real Property I 3-0-3
LEX 240 Family Law 3-0-3
LEX 250 Wills, Estates, and Trusts 2-2-3

B. Other Major Hours (33 SHC)
ACC 115 College Accounting 3-2-4
CIS 110 Introduction to Computers 2-2-3
WBL 111  Work Based learning 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 270  Law Office Mgt/Technology 1-2-2
LEX 180  Case Analysis and Reasoning 1-2-2
LEX 211  Real Property II  1-4-3
LEX 220  Corporate Law  2-0-2
LEX 260  Bankruptcy and Collections  3-0-3
LEX 271  Law Office Writing 1-2-2
LEX 280  Ethics and Professionalism 2-0-2

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

Total Semester Hours Credit Required for Graduation: 75

*Communications Electives—(Choose 3 SHC)
COM 110  Introduction to Communication  3-0-3
COM 120  Intro. to Interpersonal Communication  3-0-3
COM 140  Intro. To Intercultural Communication  3-0-3
COM 231  Public Speaking  3-0-3
ENG 115  Oral Communication  3-0-3

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 Main Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma
I. General Education Academic Core (0 SHC)  C-L-SHC

II. Major Hours (45 SHC)
A. Technical Core (23 SHC)
LEX 110  Introduction to Paralegal Study  2-0-2
LEX 120  Legal Research/Writing I  2-2-3
LEX 130  Civil Injuries  3-0-3
LEX 140  Civil Litigation I  3-0-3
LEX 150  Commercial Law  2-2-3
LEX 210  Real Property I  3-0-3
LEX 240  Family Law  3-0-3
LEX 250  Wills, Estates, and Trusts  2-2-3

B. Other Major Hours (22 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 270  Law Office Mgt/Technology  1-2-2
LEX 271  Law Office Writing  1-2-2
LEX 280  Ethics and Professionalism  2-0-2

Total Semester Hours Credit Required for Graduation: 45

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

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

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

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

I. General Education Academic Core (15 SHC)
ENG 111  Writing and Inquiry  3-0-3
MAT 143  Quantitative Literacy  2-2-3
*Communication Elective  3
Humanities/Fine Arts Elective  3-0-3
Social/Behavioral Science Elective  3-0-3

II. Major Hours (54 SHC)
A. Technical Core (12 SHC)
CTI 110  Web, Pgm. & DB Foundation  2-2-3
CTI 120  Network and SEC Foundation  2-2-3
CTS 115  Info Sys. Business Concepts  3-0-3  
CTS 120  Hardware/Software Support  2-3-3  

B. Program Major (12 SHC)  
NOS 120  Linux/UNIX Single User  2-2-3  
NOS 130  Windows Single User  2-2-3  
CIS 115  Introduction to Programming & Logic  2-3-3  
CTS 285  Systems Analysis & Design  3-0-3  

C. Other Major Hours (30 SHC)  
WEB 140  Web Development  2-2-3  
NOS 230  Windows Administration I  2-2-3  
DBA 110  Database Concepts  2-3-3  
DBA 120  Database Programming I  2-2-3  
SEC 110  Security Concepts  2-2-3  
CTS 289  System Support Project  1-4-3  
CTS 220  Advanced Hard/Software Support  2-3-3  
WEB 151  Mobile Application Dev. I  2-2-3  
**Technical Elective  3  
***Programming Elective  3  

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

Total Semester Credit Hours: 70  

*Communications Electives (Choose 3 SHC)  
ENG 112  Writing/Research in the Disciplines  3-0-3  
ENG 114  Professional Research and Reporting  3-0-3  
COM 231  Public Speaking  3-0-3  

**Technical Electives (Choose 3 SHC)  
CIS 110  Introduction to Computers  2-2-3  
CSC 134  C++ Programming  2-3-3  
CSC 139  Visual Basic Programming  2-3-3  
CSC 151  JAVA Programming  2-3-3  
CTI 140  Virtualization Concepts  1-4-3  
***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  

Credential: Diploma in Information Technology  
D25590  
The Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

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

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

Course Requirements for Information Technology Diploma  

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

II. Major Hours (39 SHC)  
A. Technical Core (12 SHC)  
CTI 110  Web, Pgm. & DB Foundation  2-2-3  
CTI 120  Network & SEC Foundation  2-2-3  
CTS 115  Info System Business Concepts  3-0-3  
CTS 120  Hardware/Software Support  2-3-3  

B. Program Major (9 SHC)  
NOS 130  Windows Single User  2-2-3  
CIS 115  Introduction to Programming & Logic  2-3-3  
CTS 285  Systems Analysis & Design  3-0-3  

C. Other Major Hours (18 SHC)  
WEB 140  Web Development Tools  2-2-3  
NOS 230  Windows Administration I  2-2-3  
DBA 110  Database Concepts  2-3-3  
SEC 110  Security Concepts  2-2-3  
CTS 220  Advanced Hard/Software Support  2-3-3  

*Programming Elective  3  

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

Total Semester Credit Hours: 46  

*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
Credential: Database Programming Certificate  
C25590DP

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

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

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

II. Major Hours (15 SHC)  
A. Technical Core (3 SHC)  
CTI 110  Web, Pgm, & DB Foundation  2-2-3

B. Program Major (3 SHC)  
CIS 115  Introduction of Programming and Logic  2-3-3

C. Other Major Hours (9 SHC)  
DBA 110  Database Concepts  2-3-3  
DBA 120  Database Programming I  2-2-3  
*Programming Elective  3

Total Semester Credit Hours: 15

*Programming Elective (Choose 3 SHC)  
CSC 134  C++ Programming  2-3-3  
CSC 130  Visual Basic Programming  2-3-3  
CSC 151  JAVA Programming  2-3-3

Total Semester Credit Hours: 15

Credential: Internet and Computing Core IC3 Certificate  
C25590IC

Students will solve general computer problems through computer literacy techniques using appropriate learning methods and procedures. The primary emphasis of the curriculum is hands-on training in word processing applications, spreadsheet applications, 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
I. General Education Academic Core (0 SHC)  C-L-SHC

II. Major Hours (12 SHC)  
A. Technical Core (6 SHC)  
CTS 120  Hardware/Software Support  2-3-3  
CTI 120  Network and SEC Foundation  2-2-3

B. Program Major (3 SHC)  
NOS 130  Windows Single User  2-2-3

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

Total Semester Hours Credit: 12

Credential: Hardware/Troubleshooting Certificate  
C25590HT

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

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

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

Course Requirements for Hardware/Troubleshooting Certificate

I. General Education Academic Core (0 SHC)  C-L-SHC
II. Major Hours (12 SHC)
   A. Technical Core (6 SHC)
      CTS 120  Hardware/Software Support  2-3-3
      CTI 120  Network & SEC Foundation  2-2-3
   B. Program Major (3 SHC)
      NOS 130  Windows Single User  2-2-3
   C. Other Major Hours (3 SHC)
      CTS 220  Advanced Hard/Software Support  2-3-3

Total Semester Hours Credit: 12

Information Technology (Network Management)
Credential: Associate in Applied Science

Degree in Information Technology A25590

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

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

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

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

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

Course Requirements for Information Technology Degree – Network Track

I. General Education Academic Core (15 SHC)  C-L-SHC
   ENG 111  Writing and Inquiry  3-0-3
   MAT 143  Quantitative Literacy  2-2-3
   *Communication Elective  3
   Humanities/Fine Arts Elective  3-0-3
   Social/Behavioral Science Elective  3-0-3
II. Major Hours (54 SHC)
   A. Technical Core (12 SHC)
      CTI 110  Web, Pgm. & DB Foundation  2-2-3
      CTI 120  Network and SEC Foundation  2-2-3
      CTS 115  Info Sys. Business Concepts  3-0-3
      CTS 120  Hardware/Software Support  2-3-3
   B. Program Major (6 SHC)
      NET 125  Networking Basics  1-4-3
      NET 126  Routing Basics  1-4-3
   C. Other Major Hours (36 SHC)
      CTI 140  Virtualization Concepts  1-4-3
      NET 225  Routing and Switching I  1-4-3
      NET 226  Routing and Switching II  1-4-3
      NET 241  Introduction to VOIP  2-3-3
      NET 289  Networking Project  1-4-3
      NOS 120  Linux/UNIX Single User  2-2-3
      NOS 130  Windows Single User  2-2-3
      NOS 220  Linux/UNIX Administration I  2-2-3
      NOS 230  Windows Admin I  2-2-3
      SEC 110  Security Concepts  2-2-3
      SEC 160  Security Fundamentals I  2-2-3
      **Technical Elective  3

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

Total Semester Credit Hours: 70

*Communication Elective (Choose 3 SHC)
   ENG 112  Writing/Research in the Disciplines  3-0-3
   ENG 114  Professional research and Reporting  3-0-3
   COM 231  Public Speaking  3-0-3
**Technical Electives (Choose 3 SHC)**
CIS 110 Introduction to Computers 2-2-3
DBA 110 Database Concepts 2-3-3

**Credential: Diploma in Information Systems (Network Management)**
D25590N

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

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

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

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

**Course Requirements for Information Technology Diploma – Network Management**

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

II. Major Hours (39 SHC)
   A. Technical Core (12 SHC)
      CTI 110 Web, Pgm. &DB Foundation 2-2-3
      CTI 120 Network and SEC Foundation 2-2-3
      CTS 115 Info Sys. Business Concepts 3-0-3
      CTS 120 Hardware/Software Support 2-3-3

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

   C. Other Major Hours (21 SHC)
      NET 225 Routing and Switching I 1-4-3
      NET 226 Routing and Switching II 1-4-3

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

Total Semester Credit Hours: 46

**Credential: Certificate in Network Operating Systems**
C25590NO

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

Coursework includes extensive hands-on experience with different network operating systems and tools. Classes cover installation and support of various network 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.

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

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

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

**Course Requirements for Network Operating System Certificate**

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

II. Major Hours (12 SHC)
   A. Technical Core (0 SHC)
C. Other Major Hours (12 SHC)
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

Total Semester Hours Credit: 12

Credential: Certificate in Network Infrastructure
C25590NI

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

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

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

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Infrastructure.
Program Sites: Lee Main Campus- Day and selected evening courses.

Course Requirements for Network Infrastructure Certificate
I. General Education Academic Core (0 SHC)  C-L-SHC
II. Major Hours (12 SHC)
A. Technical Core (0 SHC)
B. Program Major (6 SHC)
NET 125 Networking Basics 1-4-3
NET 126 Routing Basics 1-4-3
C. Other Major Hours (6 SHC)
NET 225 Routing and Switching I 1-4-3
NET 226 Routing and Switching II 1-4-3
SEC 160 Security Fundamentals I 2-2-3

Total Semester Credit Hours: 15

Credential: Certificate in Network Security
C25590SE

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

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

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

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

Course Requirements for Network Security Certificate
I. General Education Academic Core (0 SHC)  C-L-SHC
II. Major Hours (15 SHC)
A. Technical Core (0 SHC)
B. Program Major (6 SHC)
NET 125 Networking Basics 1-4-3
NET 126 Routing Basics 1-4-3
C. Other Major Hours (9 SHC)
NET 225 Routing and Switching I 1-4-3
NET 226 Routing and Switching II 1-4-3
SEC 160 Security Fundamentals I 2-2-3

Total Semester Credit Hours: 15
Credential: Certificate in Voice Over IP C25590IP

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

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

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

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Voice Over IP.
Program Sites: Lee Main Campus- Day and selected evening courses.

Course Requirements for Voice Over IP Certificate:
I. General Education Academic Core (0 SHC) C-L-SHC
II. Major Hours (15 SHC)
A. Technical Core (0 SHC)
B. Program Major (6 SHC)

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

Total Semester Credit Hours: 15

Commercial and Artistic Production Technologies

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

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

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

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

Program Length: 6 semesters
Career Pathway Options: Associate in Applied Science Degree in Broadcasting Production Technology
Note: Associate in Applied Science students may begin with the Radio or the TV Production sequence.
Program Sites: Lee Campus - Day Program; Harnett Campus – Selected courses

Course Requirements for Paralegal Technology Degree
I. General Education Academic Core (15 SHC) C-L-SHC

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MAT 110 Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>*Communication Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3-0-3</td>
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II. Major Hours (53 SHC)
A. Technical Core (13 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BPT 110 Introduction to Broadcasting</td>
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<tr>
<td>BPT 111 Broadcast Law and Ethics</td>
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<tr>
<td>BPT 112 Broadcast Writing</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BPT 113 Broadcast Sales</td>
<td>3-0-3</td>
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B. Other Major Hours (40 SHC)

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BPT 121 Broadcast Speech I</td>
<td>2-3-3</td>
</tr>
<tr>
<td>BPT 122 Broadcast Speech II</td>
<td>2-3-3</td>
</tr>
<tr>
<td>BPT 131 Audio/Radio Production I</td>
<td>2-6-4</td>
</tr>
<tr>
<td>BPT 132 Audio/Radio Production II</td>
<td>2-6-4</td>
</tr>
<tr>
<td>BPT 135 Radio Performance I</td>
<td>0-6-2</td>
</tr>
<tr>
<td>BPT 210 Broadcast Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BPT 215 Broadcast Programming</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BPT 231 Video/TV Production I</td>
<td>2-6-4</td>
</tr>
<tr>
<td>BPT 232 Video/TV Production II</td>
<td>2-6-4</td>
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<tr>
<td>BPT 235 TV Performance I</td>
<td>0-6-2</td>
</tr>
<tr>
<td>BPT 250 Institutional Video</td>
<td>2-3-3</td>
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