REL 110  World Religions  3-0-3

(REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs).

C. Communication (3 SHC). Choose one:
Select a course from the following discipline areas: art, communications, music.
ART 111  Art Appreciation  3-0-3
ART 114  Art History Survey I  3-0-3
ART 115  Art History Survey II  3-0-3
COM 231  Public Speaking  3-0-3
MUS 110  Music Appreciation  3-0-3
MUS 112  Introduction to Jazz  3-0-3

D. Social and Behavioral Sciences (6 SHC)
One required course, choose one additional course.

Required:
ECO 251  Principles of Microeconomics  3-0-3

One additional course:
HIS 111  World Civilizations I  3-0-3
HIS 112  World Civilizations II  3-0-3
HIS 131  American History I  3-0-3
HIS 132  American History II  3-0-3
POL 120  American Government  3-0-3
PSY 150  General Psychology  3-0-3
SOC 210  Introduction to Sociology  3-0-3

E. Natural Sciences (12 SHC)
CHM 151  General Chemistry I  3-3-4
PHY 251  General Physics I  3-3-4
PHY 252  General Physics II  3-3-4

F. Mathematics (12 SHC)
MAT 271  Calculus I  3-2-4
MAT 272  Calculus II  3-2-4
MAT 273  Calculus III  3-2-4

Calculus I is the lowest math course that will be accepted by engineering programs for transfer as an math credit. Students who are not calculus-ready will need to take additional math courses.

II. Additional General Education Hours (18 SHC)
Two required courses, choose additional courses. At least two credit hours must be from PED.

ACA 122  College Transfer Success  1-0-1
EGR 150  Introduction to Engineering  1-2-2
MAT 285  Differential Equations  2-2-3

Select additional courses from UGETC courses listed above or from the courses classified as General Education courses in the NCCCS Combined Course Library.
Take 12 SHC:

BIO 111  General Biology I  3-3-4
CHM 152  General Chemistry II  3-3-4
COM 110  Introduction to Communication  3-0-3
CSC 134  C++ Programming  2-3-3
CSC 151  JAVA Programming  2-3-3
DFT 170  Engineering Graphics  2-2-3
ECO 252  Principles of Macroeconomics  3-0-3
EGR 210  Intro to Electr./Computer Eng. Lab  1-3-2
EGR 212  Logic System Design I  3-0-3
EGR 214  Num Methods for Engineers  3-0-3
EGR 215  Network Theory I  3-0-3
EGR 216  Logic and Network Lab  0-3-1
EGR 220  Engineering Statics  3-0-3
EGR 225  Engineering Dynamics  3-0-3
EGR 228  Introduction to Solid Mechanics  3-0-3
HUM 110  Technology and Society  3-0-3
MAT 280  Linear Algebra  2-2-3
PED 110  Fit and Well for Life  1-2-2

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

Business Technologies

Business Administration

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

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

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

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

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

Course Requirements for Business Administration
Degree—General Business Administration and Human Resource Management Tracks
### 1. General Education Requirements (15 SHC) C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

### Communications; Take one Course

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 112 Writing/Research in the Disciplines</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114 Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115 Oral Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 116 Technical Report Writing</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

### COM 110 Introduction to Communication | 3-0-3 |

### COM 120 Intro Interpersonal Com        | 3-0-3 |

### COM 231 Public Speaking                | 3-0-3 |

### Mathematics, Take one course:

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<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>

### 2. Major Requirements (22 SHC)

#### ACC 120 Principles of Financial Accounting | 3-2-4 |

#### BUS 110 Introduction to Business       | 3-0-3 |

#### BUS 115 Business Law I                  | 3-0-3 |

#### BUS 137 Principles of Management        | 3-0-3 |

#### CIS 110 Introduction to Computers       | 2-2-3 |

### MKT 120 Principles of Marketing         | 3-0-3 |

**Economics Requirement—Take one course (3 SHC)**

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

### 3. Concentration Requirements (12 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 125 Personal Finance</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 153 Human Resource Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 225 Business Finance</td>
<td>2-2-3</td>
</tr>
<tr>
<td>BUS 240 Business Ethics</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

### 4. Other Major Requirements (15 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Managerial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BUS 260 Business Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MKT 223 Customer Service</td>
<td>3-0-3</td>
</tr>
<tr>
<td>WBL 111 Work-Based Learning I</td>
<td>0-10-1</td>
</tr>
</tbody>
</table>

*Technical Elective* 4

### 5. Other Required Hours (1 SHC)

Choose one course:

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

### Technical Electives* (Choose 4 SHC for either track selected)

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Managerial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>ACC 122 Principles of Financial Accounting II</td>
<td>3-0-3</td>
</tr>
<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>ACC 140 Payroll Accounting</td>
<td>1-3-2</td>
</tr>
<tr>
<td>ACC 150 Accounting Software Applications</td>
<td>1-3-2</td>
</tr>
<tr>
<td>BUS 116 Business Law II</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 151 People Skills</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 228 Business Statistics</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

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

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

**Program Length: 3 semesters**

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

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

### Course Requirements for Business Administration Diploma—General Business Administration Track

#### 1 General Education Requirements (6 SHC) C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

Mathematics, take one course:

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<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>

### 2. Major Requirements (22 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>SHC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 120 Principles of Financial Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>BUS 110 Introduction to Business</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 115 Business Law I</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 137 Principles of Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>
Course Requirements for the Manager Trainee Certificate:

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Major Requirements (9 SHC)</td>
<td></td>
</tr>
<tr>
<td>BUS 110 Introduction to Business</td>
<td>3-0-3</td>
</tr>
<tr>
<td>BUS 137 Principles of Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>2-2-3</td>
</tr>
<tr>
<td>2. Concentration Requirements (3 SHC)</td>
<td></td>
</tr>
<tr>
<td>BUS 153 Human Resource Management</td>
<td>3-0-3</td>
</tr>
<tr>
<td>3. Other Major Requirements (6 SHC)</td>
<td></td>
</tr>
<tr>
<td>BUS 151 People Skills</td>
<td>3-0-3</td>
</tr>
<tr>
<td>MKT 223 Customer Service</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Total Semester Hours Credit Required for Graduation:</td>
<td>18-0-0</td>
</tr>
</tbody>
</table>

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>Course Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Major Requirements (13 SHC)</td>
<td></td>
</tr>
<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>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>
<tr>
<td>2. Other Major Requirements (4 SHC)</td>
<td></td>
</tr>
<tr>
<td>BUS 280 REAL Small Business</td>
<td>4-0-4</td>
</tr>
<tr>
<td>Total Semester Hours Credit Required for Graduation:</td>
<td>17-0-0</td>
</tr>
</tbody>
</table>

Business Administration

Credential: Retail Management Certificate C25120RM

Program Sites: Lee Main Campus – Day and Evening; Harnett Main Campus – Day; Distance Education
This certificate program is designed to prepare students in the fundamental aspects of management in the retail sector. Emphasized in the certificate program are basic concepts of financial and managerial accounting, management principles, customer service, human resource management, and hands-on application of management principles through work-based learning. Students who complete the certificate requirements will be prepared for entry-level positions in retail management.

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

Course Requirements for the Retail Management Certificate Trainee Certificate: C-L-SHC

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

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

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Social Media Marketing Certificate C25120SO

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

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

Course Requirements for Social Media Marketing Certificate

1. Major Requirements (3 SHC)
   MKT 120 Principles of Marketing 3-0-3

2. Other Major Requirements (13 SHC)
   BUS 110 Introduction to Business 3-0-3
   MKT 220 Advertising & Sales Promotion 3-0-3
   WEB 214 Social Media 2-2-3
   MKT 232 Intermediate Social Media Marketing 3-2-4

Total Semester Hours Credit Required for Graduation: 16

Business Administration
Credential: - Associate in Applied Science (Human Resource Management Track) A25120HR

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

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

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus - Day Program Selected Evening Courses; Harnett Main Campus – Selected Daytime Courses; Distance Education (Harnett campus not listed on Program Guide)

Course Requirements for Business Administration Degree—Human Resource Management Tracks

1. General Education Requirements (15 SHC) C-L-SHC
   ENG 111 Writing and Inquiry 3-0-3
   Humanities/Fine Arts Requirement 3-0-3
   Social/Behavioral Science Requirement 3-0-3
   Communications: Take one course:
   - ENG 112 Writing/Research in the Disciplines 3-0-3
   - ENG 114 Professional Research and Reporting 3-0-3
   - ENG 115 Oral Communication 3-0-3
   - ENG 116 Technical Report Writing 3-0-3
   - COM 110 Introduction to Communication 3-0-3
   - COM 120 Intro Interpersonal Com 3-0-3
Course Requirements for Business Administration

Diploma—(Human Resource Track)

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

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

3. Concentration Requirements (12 SHC)
   BUS 217 Employment Law and Regulations 3-0-3
   BUS 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 153 Human Resource Management 3-0-3
   BUS 252 Labor Relations 3-0-3
   BUS 259 HRM Applications 3-0-3
   BUS 261 Diversity in Management 3-0-3
   WBL 111 Work-Based Learning I 0-10-1
   Technical Elective; Take 4 SHC:
   ACC 121 Principles of Managerial Accounting 3-2-4
   ACC 122 Principles of Financial Accounting II 3-0-3
   ACC 129 Individual Income Taxes 2-2-3
   ACC 130 Business Income Taxes 2-2-3
   ACC 140 Payroll Accounting 1-3-2
   ACC 150 Accounting Software Applications 1-3-2
   BUS 116 Business Law II 3-0-3
   BUS 151 People Skills 3-0-3
   BUS 225 Business Finance 2-2-3
   BUS 227 Business Statistics 2-2-3
   BUS 240 Business Ethics 3-0-3
   BUS 255 Organizational Behavior in Business 3-0-3
   BUS 260 Business Communication 3-0-3
   BUS 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
   HMT 110 Intro to Healthcare Mgmt 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
   MKT 120 Principles of Marketing 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
   HMT 110 Intro to Healthcare Mgmt 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

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

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

Total Semester Hours Credit Required for Graduation: 44
Business Administration Credential
Credential: Human Resources Management Certificate
C25120C0

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

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

Course Requirements for Human Resource Management Certificate

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

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

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

Total Semester Hours Credit Required for Graduation: 18

Healthcare Management Technology
Credential: Associate in Applied Science Degree
A25200

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

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

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

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

Course Requirements for Healthcare Management Technology

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

2. Major Requirements (26 SHC)
   - ACC 120 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

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

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

5. Other Requirements (1 SHC)
Choose one course:
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 Graduation: 65

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

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

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

Course Requirements for Medical Office Administration 1. General Education Requirements (15 SHC) C-L-SHC

ENG 111 Writing and Inquiry 3-0-3
Humanities/Fine Arts Requirement 3-0-3
Social/Behavioral Science Requirement 3-0-3
Communications; Take one course:
ENG 112 Writing/Research in the Disc 3-0-3
ENG 114 Professional Research and Reporting 3-0-3
ENG 115 Oral Communications 3-0-3
ENG 116 Technical Report Writing 3-0-3
COM 110 Introduction to Communication 3-0-3
COM 120 Intro Interpersonal Communication 3-0-3
COM 231 Public Speaking 3-0-3

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

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

OST 289 Office Admin. Capstone 2-2-3

3. Concentration Requirements (12 SHC)

OST 184 Records Management 2-2-3
OST 243 Medical Office Simulation 2-2-3
OST 247 Procedural Coding 2-2-3
OST 248 Diagnostic Coding 2-2-3

4. Other Major Requirements (16 SHC)

BUS 270 Professional Development 3-0-3
CTS 130 Spreadsheet 2-2-3
OST 131 Keyboarding 1-2-2
WBL 111 Work-based Learning I 0-10-1
Accounting – Take one course:
ACC 115 College Accounting 3-2-4
ACC 120 Prin of Financial Accounting 3-2-4

Elective - Take one course:
HMT 110 Intro to Healthcare Mgt 3-0-3
OST 134 Text Entry & Formatting 2-2-3
OST 236 Advanced Word/Info. Processing 2-2-3

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

Total Semester Hours Required for Graduation: 68

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

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

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

Course Requirements for Medical Office Administration 1. General Education Requirements (6 SHC) C-L-SHC

ENG 111 Writing and Inquiry 3-0-3
Communications, take one course:
ENG 112 Writing/Research in the Disc 3-0-3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 114</td>
<td>Professional Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Oral Communications</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 116</td>
<td>Technical Report Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120</td>
<td>Intro Interpersonal Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231</td>
<td>Public Speaking</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

<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>OST 136</td>
<td>Word Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 141</td>
<td>Medical Terms I – Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 142</td>
<td>Medical Terms II – Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 148</td>
<td>Medical Coding Billing and Insurance.</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>OST 164</td>
<td>Office Editing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 184</td>
<td>Records Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 243</td>
<td>Med Office Simulation</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 247</td>
<td>Procedural Coding</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 289</td>
<td>Office Admin. Capstone</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>OST 131</td>
<td>Keyboarding</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 248</td>
<td>Diagnostic Coding</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required for Graduation: 44

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 Machine Transcription Certificate.
Program Sites: Distance Program
Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Medical Transcription Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 141</td>
<td>Medical Terms I-Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 142</td>
<td>Medical Terms II-Medical Office</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 148</td>
<td>Medical Coding Billing and Insurance.</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>OST 247</td>
<td>Procedural Coding</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required for Graduation: 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 Main Campus – Day Program; Harnett Main Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree

1. General Education Requirements (15 SHC) C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Requirement</td>
<td>3-0-3</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3-0-3</td>
<td></td>
</tr>
<tr>
<td>Communications, Take one course:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>Writing/Research in the Disc</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Prof Research and Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Oral Communications</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 116</td>
<td>Technical Report Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120</td>
<td>Intro Interpersonal Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231</td>
<td>Public Speaking</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Mathematics, Take one course:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 110</td>
<td>Math Measurement &amp; Literacy</td>
<td>2-2-3</td>
</tr>
<tr>
<td>MAT 143</td>
<td>Quantitative Literacy</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

2. Major Requirements (15 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 134</td>
<td>Text Entry and Formatting</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 137</td>
<td>Office Software Applications</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 164</td>
<td>Office Editing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>OST 184</td>
<td>Records Management</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 289</td>
<td>Office Admin. Capstone</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

3. Concentration Requirements (9 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 135</td>
<td>Advanced Text Entry and Format</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 136</td>
<td>Word Processing</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 138</td>
<td>Advanced Software Application</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

4. Other Major Requirements (25 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 270</td>
<td>Professional Development</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>CTS 130</td>
<td>Spreadsheet</td>
<td>2-2-3</td>
</tr>
<tr>
<td>OST 131</td>
<td>Keyboarding</td>
<td>1-2-2</td>
</tr>
<tr>
<td>OST 181</td>
<td>Office Procedures</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

5. Other Requirements (1 SHC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>College Accounting</td>
<td>3-2-4</td>
</tr>
<tr>
<td>ACC 120</td>
<td>Prin of Financial Accounting</td>
<td>3-2-4</td>
</tr>
</tbody>
</table>

Total Semester Hours Credit Required for Graduation: 65

Office Administration

Credential: Office Administration Diploma D25370

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

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

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

Course Requirements for Office Administration Diploma

1. General Education Requirements (6 SHC) C-L-SHC

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Writing and Inquiry</td>
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<tr>
<td>Communications, Take one course:</td>
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<td>ENG 112</td>
<td>Writing/Research in the Disc</td>
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<td>ENG 115</td>
<td>Oral Communications</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 116</td>
<td>Technical Report Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120</td>
<td>Intro Interpersonal Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231</td>
<td>Public Speaking</td>
<td>3-0-3</td>
</tr>
</tbody>
</table>

2. Major Requirements (15 SHC)
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 Medical Office Administration provided the student meets the entrance requirements for the degree/diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Diploma in Office Administration (Higher entrance standards required); Information and Word Processing Certificate; Receptionist Certificate.
Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Information and Word Processing Certificate

1. Major Requirements (6 SHC) C-L-SHC
   OST 134 Text Entry and Formatting 2-2-3
   OST 164 Office Editing 3-0-3

2. Other Major Requirements (11 SHC)
   CIS 110 Introduction to Computers 2-2-3
   OST 131 Keyboarding 1-2-2
   OST 136 Word Processing 2-2-3
   OST 236 Advanced Word/Information Processing 2-2-3

Total Semester Hours Credit Required for Graduation: 17

Office Administration
Credential: Receptionist Certificate C25370R0

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

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Diploma in Office Administration (Higher entrance standards required); Information and Word Processing Certificate; Receptionist Certificate.
Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Receptionist Certificate

1. Major Requirements (6 SHC) C-L-SHC
   OST 134 Text Entry & Formatting 2-2-3
   OST 164 Office Editing 3-0-3

2. Other Major Requirements (11 SHC)
   BUS 270 Professional Development 3-0-3
   CIS 110 Introduction to Computers 2-2-3
   OST 131 Keyboarding 1-2-2
   OST 136 Word Processing 2-2-3

Total Semester Hours Credit Required for Graduation: 17

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

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

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

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

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

Course Requirements for Paralegal Technology Degree

1. General Education Requirements (18 SHC) 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: Take one course:
   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

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

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

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

Total Semester Hours Credit Required for Graduation: 70

Paralegal Technology
Credential: Paralegal Technology Diploma D25380

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

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

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

Course Requirements for Paralegal Technology Diploma C-L-SHC

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

2. Other Major Requirements (19 SHC)
   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 270 Law Office Mgt/Technology 1-2-2
   LEX 271 Law Office Writing 1-2-2
   LEX 280 Ethics and Professionalism 2-0-2

Total Semester Hours Credit Required for Graduation: 42

Paralegal Technology
Credential: Paralegal Technology Certificate C25380
Program Length: 2 Semesters  
Program Sites: Lee Main Campus – Day; Distance Education

Course requirements for Paralegal Technology  
Certificate:  

1. Major Requirements (8 SHC)  
LEX 110 Intro to Paralegal Study  
LEX 130 Civil Injuries  
LEX 240 Family Law  

C-L-SHC  

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

2-0-2  

Total Semester Hours Credit Required for Graduation: 13

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

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

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

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

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

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

1. General Education Requirements (15 SHC)  
ENG 111 Writing and Inquiry  
Humanities/Fine Arts Elective  
Social/Behavioral Science Elective  
Mathematics – take one:  
MAT 143 Quantitative Literacy  

C-L-SHC  

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

2-3-3  

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

2-3-3  

4. Other Major Requirements (36 SHC)  
NOS 120 Linux/UNIX Single User  
NOS 130 Windows Single User  
WEB 115 Web Markup and Scripting  
NOS 230 Windows Administration I  
DBA 110 Database Concepts  
DBA 120 Database Programming I  
SEC 110 Security Concepts  
CTS 289 System Support Project  
CTS 220 Advanced Hard/Software Support  
WEB 151 Mobile Application Dev. I  

Technical Electives; Take 6 SHC from one group:  
Group 1:  
CIS 110 Introduction to Computers  
CSC 134 C++ Programming  
CSC 139 Visual BASIC Programming  
CSC 151 JAVA Programming  
CTI 140 Virtualization Concepts  

2-3-3  

Group 2:  
CIS 110 Introduction to Computers  
DBA 110 Database Concepts  
CTI 140 Virtualization Concepts  

2-3-3  

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

Total Semester Credit Hours Required to Graduate: 70

Information Technology  
Credential: Diploma in Information Technology  
D25590

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

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

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

Course Requirements for Information Technology

Diploma

1. General Education Requirements (6 SHC)  
   C-L-SHC
   ENG 111 Writing & Inquiry  3-0-3  
   Mathematics – take one:  
   MAT 143 Quantitative Literacy  2-2-3  
   MAT 171 Precalculus Algebra  3-2-4

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

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

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

Total Semester Credit Hours Required for Graduation: 15

Course requirements for Database Programming Certificate

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

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

Total Semester Credit Hours Required for Graduation: 15

Information Technology  
Credential: Internet and Computing Core IC3 Certificate  
C25590IC

Students will solve general computer problems through computer literacy techniques using appropriate learning methods and procedures. The primary emphasis of the curriculum is hands-on training in word processing applications, spreadsheet applications, 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 Sites: Lee Main Campus - Day and Evening Programs

Course Requirements for Internet and Computing Core IC3 Certificate

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

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

Total Semester Hours Credit required for graduation: 12

Information Technology 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 Main Campus – Day and Evening Programs

Course Requirements for Hardware/Troubleshooting Certificate

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

1. General Education Requirements (15 SHC) C-L-SHC
   ENG 111 Writing and Inquiry 3-0-3
   Mathematics – take one:
   MAT 143 Quantitative Literacy 2-2-3
   MAT 171 Precalculus Algebra 3-2-4
   Humanities/Fine Arts Elective 3-0-3
   Social/Behavioral Science Elective 3-0-3
   Communications; Take one course:
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

1. General Education Requirements (6 SHC)  C-L-SHC
   ENG 111 Writing and Inquiry  3-0-3
   Mathematics – Take one course:
   MAT 143 Quantitative Literacy  2-2-3
   MAT 171 Precalculus Algebra  3-2-4

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

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

Total Semester Hours Credit Required for Graduation: 70

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

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

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

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

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

Course Requirements for Information Technology Diploma – Network Management

1. General Education Requirements (6 SHC)  C-L-SHC
   ENG 111 Writing and Inquiry  3-0-3
   Mathematics – Take one course:
   MAT 143 Quantitative Literacy  2-2-3
   MAT 171 Precalculus Algebra  3-2-4

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

3. 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: 46

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

The Network Operating System is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand various network operating systems and models. This curriculum also develops operating skills needed to successfully manage and support these devices.
Coursework includes extensive hands-on experience with different network operating systems and tools. Classes cover installation and support of various network operating systems, security electronics, security and intrusion detection software, troubleshooting, administrative responsibilities, and other tools. Graduates should qualify for positions such as: LAN/PC network operating systems administrator, technician, and personal computer technician.

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

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

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

Course Requirements for Network Operating System Certificate

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

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

Total Semester Hours Credit Required for Graduation: 12

Information Technology- Network Management Credential: Certificate in Network 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 (Evening), 4 semesters (Day)
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.

Course Requirements for Network Infrastructure Certificate

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

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

Total Semester Credit Hours Required for Graduation: 12
standards required), Certificate in Network Security. Program Sites: Lee Main Campus, Day and selected evening courses.

## Course Requirements for Network Security Certificate

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Major Requirements (9 SHC)</td>
<td></td>
</tr>
<tr>
<td>NET 125 Networking Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 126 Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>CTI 120 Network &amp; SEC Foundation</td>
<td>2-2-3</td>
</tr>
<tr>
<td>2. Other Major Requirements (9 SHC)</td>
<td></td>
</tr>
<tr>
<td>NET 225 Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226 Routing and Switching II</td>
<td>1-4-3</td>
</tr>
<tr>
<td>SEC 160 Security Fundamentals I</td>
<td>2-2-3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours Required for Graduation: 18

## Information Technology-Network Management Credential: Certificate in Voice Over IP C255901P

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:

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Major Requirements (6 SHC)</td>
<td></td>
</tr>
<tr>
<td>NET 125 Networking Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 126 Routing Basics</td>
<td>1-4-3</td>
</tr>
<tr>
<td>2. Other Major Requirements (9 SHC)</td>
<td></td>
</tr>
<tr>
<td>NET 225 Routing and Switching I</td>
<td>1-4-3</td>
</tr>
<tr>
<td>NET 226 Routing and Switching II</td>
<td>1-4-3</td>
</tr>
</tbody>
</table>

NET 241 VOIP Fundamentals 2-3-3

Total Semester Credit Hours Required for Graduation: 15

## Accounting & Finance

### Accounting & Finance

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

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

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

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

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

## Course Requirements for Accounting Degree

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Education Requirements (15 SHC)</td>
<td></td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3-0-3</td>
</tr>
<tr>
<td>Communications; Take one course:</td>
<td></td>
</tr>
<tr>
<td>ENG 112 Writing/Research in Disc</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 114 Prof Research &amp; Reporting</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 115 Oral Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>ENG 116 Technical Report Writing</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 110 Introduction to Communication</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 120 Intro Interpersonal Com</td>
<td>3-0-3</td>
</tr>
<tr>
<td>COM 231 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Mathematics; Take one course:</td>
<td></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>
<tr>
<td>2. Major Requirements (31 SHC)</td>
<td></td>
</tr>
<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>
</tbody>
</table>
Evening; Distance Education

Program Sites: Lee Main Campus
Program Length: 3 semesters

Care advance in the accounting profession.
experience and additional education, an individual may
small businesses, manufacturing firms, banks, hospitals,
in many type
Graduates should qualify for entry
financial analysis, critical thinking skills, and ethics.
related skills are developed
in the study of communication, computer applications,
management, and economics. Related skills are developed
through the study of communication, computer applications,
financial analysis, critical thinking skills, and ethics.

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

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

Course Requirements for Accounting Diploma

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

2. Major Requirements (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

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

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

Total Semester Hours Credit Required: 68

Accounting & Finance
Credential: Diploma in Accounting & Finance D25800

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

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

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

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

Course Requirements for Income Tax Preparer Certificate C25800T0

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

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

Course Requirements for Income Tax Preparer Certificate

1. Major Requirements (7 SHC) C-L-SHC

<table>
<thead>
<tr>
<th>Course Requirements for Income Tax Preparer Certificate C25800T0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Major Requirements (7 SHC)</strong></td>
</tr>
<tr>
<td><strong>Total Semester Hours Credit Required:</strong> 38</td>
</tr>
<tr>
<td><strong>Accounting &amp; Finance</strong></td>
</tr>
<tr>
<td><strong>Credential: Income Tax Preparer Certificate C25800T0</strong></td>
</tr>
<tr>
<td><strong>Program Length:</strong> 2 semesters</td>
</tr>
<tr>
<td><strong>Career Pathway Options:</strong> Associate in Applied Science</td>
</tr>
<tr>
<td><strong>Degree in Accounting &amp; Finance,</strong> Diploma in Accounting &amp; Finance (Higher entrance standards required), Payroll Accounting Certificate, Small Business Financial Advisor Certificate I and II.</td>
</tr>
<tr>
<td><strong>Program Sites:</strong> Lee Main Campus – Day Program, Selected</td>
</tr>
<tr>
<td><strong>Evening; Distance Education</strong></td>
</tr>
</tbody>
</table>
ACC 120  Principles of Financial Accounting  3-2-4
ACC 129  Individual Income Taxes  2-2-3

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

Total Semester Hours Credit Required for Graduation: 16

Accounting & Finance
Credential: Payroll Accounting Certificate
C25800P0

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

Program Length: 2 semesters
Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Payroll Accounting Certificate

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

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

Total Semester Hours Credit Required: 17

Accounting & Finance
Credential: Small Business Financial Advisor Certificate
C25800

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of small business financial management. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Income Tax Preparer Certificate, Payroll Accounting Certificate, Small Business Financial Advisor Certificate II.
Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor Certificate

1. Major Requirements (8 SHC)  C-L-SHC
ACC 120  Principles of Financial Accounting  3-2-4
ACC 121  Principles of Managerial Accounting  3-2-4

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

Total Semester Hours Credit Required: 15