



Beaufort County Community College

Career and College Promise Pathways

Revised 11/17/2017

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Agribusiness Technology-Agricultural Applications Certificate (C15100CP)

The Agribusiness Technology curriculum is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic business concepts and principles as they relate to the agricultural industry.

Major Requirements

AGR 139	Intro to Sustainable Ag	3
AGR 140	Agricultural Chemicals	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
	Total Credits	12

Agribusiness Technology—Agricultural Welding Certificate (C15100AC)

The Agricultural Welding certificate provides a study of a mixture of agricultural and welding courses. Courses essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major. Topics include Basic Farm Maintenance, Farm Business Management, Ag Law and Finance, as well as courses in Stick and MIG welding.

This program prepares the student for the continuation of a degree within Agribusiness Technology, or employment in related areas of agribusinesses.

Major Requirements

AGR 111	Basic Farm Maintenance	2
AGR 212	Farm Business Management	3
AGR 213	Ag Law and Finance	3
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW Plate	4
	Total Credits	17

Associate in Arts College Transfer Pathway (P1012C)

The Associate in Arts College Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. The AACTP is a structured set of courses included in the Comprehensive Articulation Agreement (CAA) between the University of North Carolina and the North Carolina Community College System. General Education (31-32 SHC)

English Composition 6 SHC

ENG 111	Writing & Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Three courses from at least two different disciplines 9 SHC

Humanities/Fine Arts/Communication

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Three courses from at least two different disciplines 9 SHC

Social/Behavioral Sciences

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Select one course from the following (3 credits needed):

Math

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Take 1 of 7 Groups

Natural Sciences

Group 1

AST 111	Descriptive Astronomy I	3
AST 111A	Descriptive Astronomy Lab	1

Group 2

AST 151	General Astronomy I	3
AST151A	General Astronomy I Lab	1

Group 3

BIO 110	Principles of Biology	4
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Group 4

BIO 111	General Biology I	4
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Group 5

CHM 151	General Chemistry I	4
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Group 6

GEL 111	Geology	4
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Group 7

PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Academic Transition

ACA 122	College Transfer Success	1
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*Optional General Education Hours 0-8

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

NOTE: High School students in the CCP College Transfer Pathway leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree, with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

Total Hours Credit 32-41*

Associate in Science College Transfer Pathway (P1042C)

The Associate in Science College Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward the associate in Science degree and a baccalaureate degree in a STEM or technical major. The ASCTP is a structured set of courses included in the Comprehensive Articulation Agreement (CAA) between the University of North Carolina and the North Carolina Community College System. (General Education 34 SHC)

English Composition 6 SHC

ENG 111	Writing & Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Two courses from at least two different disciplines 6 SHC

Humanities/Fine Arts/Communication

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Two courses from at least two different disciplines 6 SHC

Social/Behavioral Sciences

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Select two courses from the following (8 credits needed):

Math

MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4

Take 1 of 9 Groups (8 hours):

Natural Sciences

Group 1

AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
BIO 110	Principles of Biology	4

Group 2

BIO 111	General Biology I	4
BIO 112	General Biology II	4

Group 3

CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4

Group 4

GEL 111	Geology	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Group 5

PHY 151	College Physics I	4
PHY 152	College Physics II	4

Group 6

PHY 251	General Physics I	4
PHY 252	General Physics II	4

Group 7

AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
GEL 111	Geology	4

Group 8

BIO 110	Principles of Biology	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Group 9

GEL 111	Geology	4
BIO 110	Principles of Biology	4

Academic Transition

ACA 122	College Transfer Success	1
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*Optional General Education Hours

0-8

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

NOTE: High school students in the CCP College Transfer Pathway leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree with the exception of mathematics courses beyond MAT 271.

Total Hours Credit 35-43*

Associate Degree Nursing (ADN) Pathway (P1032C)

The ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The following courses are contained in Block 1 of the Five Block Degree Plan located within the RN to BSN Articulation Agreement.

English Composition 6 SHC

ENG 111	Writing & Inquiry (Required)	3
ENG 112 or	Writing/Research in the Disciplines	3
ENG 114	Prof. Research and Reporting	3

Select one course from the following:

Humanities/Fine Arts 3 SHC

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences 6 SHC

PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3

Natural Sciences 8 SHC

BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4

Academic Transition 1 SHC

ACA 122	College Transfer Success	1
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NOTE: High School students in the CCP Associate Degree Nursing Pathway leading to the Associate in General Education Nursing (A1030N) must complete the entire pathway before taking additional courses in the Associate in General Education Nursing (A1030N) program.

Provisional students in the ADN pathway must complete the first math in the AGE-Nursing degree with a "C" or higher and ENG 111 in the pathway with a "C" or higher before being fully admitted to the ADN pathway or demonstrate college-readiness on an approved assessment or placement test.

Total Hours Credit 24

Automotive Systems Technology Diploma (D60160CP)

The Automotive Technology diploma provides individuals with the training to prepare them for entry-level employment as automotive technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drive trains, and advanced electronic diagnosis. Upon completion of this diploma, students should be prepared to begin work in automotive dealerships and repair shops.

General Education Requirements

ENG 111	Writing & Inquiry	3
MAT 110	Math Measurement & Literacy	3

Major Requirements

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 141	Suspension & Steering Sys	3
AUT 141A	Suspension & Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brakes Systems Lab	1
AUT 181	Engine Performance 1	3
AUT 181A	Engine Performance 1 Lab	1
AUT 213	Auto Servicing 2	2
AUT 221	Auto Transmission/Transaxles	3
AUT 221A	Auto Transmission/ Transaxles Lab	1
AUT 231	Man Trans/Ax/Drivetrains	3
AUT 231A	Man Trans/Ax/Drivetrains Lab	1
TRN 110	Intro. to Transport Tech	2
TRN 120	Basic Transport Electricity	5
TRN 120A	Basic Transport Electrical Lab	1
TRN 170	PC Skills for Transport	2
	Total Credits	42

Automotive Systems Technology Certificate (C60160CP)

The Automotive Technology certificate program is designed to train individuals in the basics of engines, brakes, and automotive electrical and electronic systems.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

Major Requirements

AUT 151	Brake Systems	3
AUT 151A	Brakes Systems Lab	1
AUT 181	Engine Performance 1	3
AUT 181A	Engine Performance 1 Lab	1
AUT 213	Auto Servicing 2	2
TRN 110	Intro. to Transport Tech	2
	Total Credits	12

Automotive Systems Technology— Chassis Certificate (C60160CC)

The Automotive Technology Chassis certificate program is designed to train individuals in the basics of steering suspension and brakes.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

Major Requirements

AUT 141	Suspension & Steering Sys	3
AUT 141A	Suspension & Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brakes Systems Lab	1
TRN 110	Intro. to Transport Tech	2
TRN 170	PC Skills for Transport	2
	Total Credits	12

Automotive Systems Technology—Drivetrains Certificate (C60160EC)

The Automotive Technology Drivetrains certificate program is designed to train individuals in the basics and drive transmission automatic, manual and rear axles, and differential.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

Major Requirements

AUT 221	Auto Transmission/Transaxles	3
AUT 221A	Auto Transmission/ Transaxles Lab	1
AUT 231	Man Trans/Ax/Drivetrains	3
AUT 231A	Man Trans/Ax/Drivetrains Lab	1
TRN 110	Intro. to Transport Tech	2
TRN 170	PC Skills for Transport	2
	Total Credits	12

Automotive Systems Technology—Electrical and Electronics Certificate (C60160DC)

The Automotive Technology certificate program is designed to train individuals in the basics and advanced skills of electric and advanced electronics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

Major Requirements

TRN 110	Intro. to Transport Tech	2
TRN 120	Basic Transport Electricity	5
TRN 120A	Basic Transport Electrical Lab	1
TRN 145	Adv. Transp. Electronics	3
TRN 170	PC Skills for Transport	2
	Total Credits	13

Automotive Systems Technology—Engines Certificate (C60160BC)

The Automotive Technology Engines certificate program is designed to train individuals in the basics of engine repairs and diagnostics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

Major Requirements

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 181	Engine Performance 1	3
AUT 181A	Engine Performance 1 Lab	1
TRN 110	Intro. to Transport Tech	2
TRN 170	PC Skills for Transport	2
	Total Credits	12

Automotive Systems Technology—Engines and Brakes Certificate (C60160AC)

The Automotive Technology Engines and Brakes certificate program is designed to train students to troubleshoot and repair automotive engines and brakes.

Graduates should qualify for entry level employment in the automotive equipment industry.

All courses in this certificate program may be applied toward the completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

Major Requirements

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brakes Systems Lab	1
AUT 181	Engine Performance 1	3
AUT 181A	Engine Performance 1 Lab	1
	Total Credits	12

Business Administration Diploma (D25120CP)

The Business Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as business, accounting, marketing law, insurance, taxes, management, and communication. Upon completion of this diploma, students should be prepared to begin work in entry-level business and management positions. All courses in this diploma program may be applied toward the completion of the AAS Degree in Business Administration.

General Education Requirements

ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements

ACC 120	Prin. of Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 147	Business Insurance	3
BUS 260	Business Communication	3
BUS 285	Business Management Issues	3
CIS 110	Introduction to Computers	3
ECO 251	Principles of Microeconomics	3
MKT 120	Principles of Marketing	3
	Total Credits	40

Business Administration Certificate (C25120CP)

The Business Administration certificate is designed to introduce students to the basic principles and practices of contemporary business.

All courses in this certificate program may be applied toward the completion of the Associate of Applied Science Degree in Business Administration.

Major Requirements

ACC 120	Prin. of Financial Accounting	4
BUS 137	Principles of Management	3
BUS 147	Business Insurance	3
BUS 285	Business Management Issues	3
CIS 111	Basic PC Literacy	2
MKT 120	Principles of Marketing	3
	Total Credits	18

Cosmetology Diploma (D55140CP)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction on all phases of professional imaging, hair designs, chemical processes, skin care, nail care, multicultural practices, business/computer principals, product knowledge, and other selected topics.

General Education Requirements

ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements

COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7

Other Requirements

ACA 122	College Transfer Success	1
	Total Credits	48

Criminal Justice Technology Diploma (D55180CP)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

General Education Requirements

COM 231	Public Speaking	3
PSY 150	General Psychology	3

Major Requirements

CJC 111	Intro. to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 122	Community Policing	3
CJC 131	Criminal Law	3
CJC 141	Corrections	3
CJC 212	Ethics & Comm. Relations	3
CJC 213	Substance Abuse	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3
	Total Credits	40

Criminal Justice Technology—Transfer Certificate (C55180DC)

The Criminal Justice Transfer certificate provides a study of a mixture of criminal justice and other courses related to criminal justice. Courses essential to those planning a career in criminal justice as well as those interested in this as a possible major. Topics include College Transfer Success, Criminal Justice, Law Enforcement Operations, Public Speaking, and Psychology. This program prepares the student for the continuation of a degree within criminal justice technology.

Major Requirements

CJC 111	Intro. to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
COM 231	Public Speaking	3
PSY 150	General Psychology	3

Other Requirements

ACA 122	College Transfer Success	1
	Total Credits	13

Criminal Justice Technology/Essential Police Operations Certificate (C55180AC)

The Essential Police Operations certificate provides an in-depth study of current law enforcement operations and procedures. Topics include Law Enforcement Operations, Community Policing, Ethics and Community Relations, and Investigative Principles. This program provides the student with the additional knowledge required for employment as a law enforcement officer or investigator.

Major Requirements

CJC 121	Law Enforcement Operations	3
CJC 122	Community Policing	3
CJC 212	Ethics and Community Relations	3
CJC 221	Investigative Principles	4
	Total Credits	13

Criminal Justice Technology/ Basics of Criminal Justice Certificate (C55180BC)

The Basics of Criminal Justice certificate provides students with an overview of the criminal justice system and basic law enforcement topics. Topics include Criminology, Juvenile Justice, Criminal Justice System, and Criminal Law. This Certificate provides the student with a better understanding of the Criminal Justice System.

Major Requirements

CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
	Total Credits	12

Criminal Justice Technology/Corrections Certificate (C55180CC)

The Corrections certificate program provides an in-depth study of the Corrections, Probation, and Parole systems. Topics include Corrections, Substance Abuse, Organized Crime, and Correctional Law. This program provides the student with the additional knowledge required for employment in Corrections and Probation and Parole.

Major Requirements

CJC 141	Corrections	3
CJC 213	Substance Abuse	3
CJC 223	Organized Crime	3
CJC 233	Correctional Law	3
	Total Credits	12

Early Childhood Education Certificate (C55220CP)

The Early Childhood certificate prepares individuals to work entry-level employment in licensed child care centers, regulated home day care settings, child development centers, church play schools, camps, and recreational centers. This certificate provides instruction in basic issues relating to preschool children and their families, such as child development and health and safety guidelines.

Major Requirements

EDU 119	Intro to Early Child Education	4
EDU 131	Child, Family, & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 153	Health, Safety & Nutrition	3

Other Requirements

ACA 122	College Transfer Success	1
	Total Credits	17

Electrical Engineering Technology Diploma (D40180CP)

The Electrical Engineering Technology diploma is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and commercial facilities. Training, most of which is hands-on, will include such topics as wiring practices, motors and controls, the National Electrical Code and other subjects as local needs require.

General Education Requirements

ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3

Major Requirements

ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
ELC 128	Intro to PLC	3
ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1
ELC 135	Electrical Machines	3
ELC 136	Electrical Machines II	4
ELC 231	Electric Power Systems	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
PCI 162	Instrumentation Controls	3
	Total Credits	44

Electronics Engineering Technology Certificate (C40200CP)

The Basic Electronics certificate provides the student with a program of study necessary for developing basic electronic skills. The student will gain an understanding of DA/AC basic circuits and basic electronics devices.

Major Requirements

ELC 131	Circuit Analysis I	4
ELC 131A	Circuit Analysis I Lab	1
ELC 132	Electrical Drawings	2
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
MAT 121	Algebra/Trigonometry I	3
	Total Credits	18

Human Services Technology Diploma (D45380CP)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

General Education Requirements

ENG 111	Writing and Inquiry	3
PSY 118	Interpersonal Psychology	3

Major Requirements

CIS 111	Basic PC Literacy	2
HSE 110	Intro. to Human Services	3
HSE 112	Group Process I	2
HSE 210	Human Services Issues	2
HSE 220	Case Management	3
HSE 225	Crisis Intervention	3
PSY 150	General Psychology	3
SAB 110	Substance Abuse Overview	3
SOC 210	Introduction to Sociology	3
SOC 220	Social Problems	3
SWK 113	Working with Diversity	3

Other Requirements

ACA 111	College Student Success	1
	Total Credits	37

Information Technology—Computer Repair & Troubleshooting Cert. (C25590DC)

This Computer Repair & Troubleshooting certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in buying parts, upgrading, building, and configuring personal computers. Major hands-on topics include documentation, troubleshooting techniques, PC architectures, disk drives and controller cards, memory management, add-on boards, and communications devices.

Completion of this certificate provides comprehensive preparation for the A+ Certification examinations offered through the Computer Technology Industry Association (CompTIA).

All courses in this certificate program may be applied toward completion of the Associate of Applied Science Degree in Information Technology.

Major Requirements

CIS 110	Introduction to Computers	3
CTS 120	Hardware/Software Support	3
NET 125	Introduction to Networks	3
NOS 110	Operating Systems Concepts	3
	Total Credits	12

Information Technology—Cybersecurity Certificate (C25590CC)

This Cybersecurity certificate is designed to prepare students for positions in networking and security fields. The curriculum is structured entirely around the OSI model and how it relates to securing a network. Selected topics include network topologies and design, IP addressing, router configuration and protocols, virtual LANS, WANS, and penetration testing topics.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science Degree in Information Technology.

Major Requirements

CTI 120	Network and Sec. Foundation	3
NET 125	Introduction to Networks	3
NET 235	Networking/Troubleshooting	3
SEC 160	Security Administration I	3
	Total Credits	12

Information Technology—Networking Support Certificate (C25590AC)

This Networking Support certificate is designed to prepare students for positions in networking and computer-related fields. The curriculum is structured entirely around the OSI model. Selected topics include cabling, network topologies and design, IP addressing, router configuration and protocols, switching theory, virtual LANS, WANS, and threaded case studies.

This certificate prepares a student to test for CompTIA Net+ certification and provides a foundation for continued studies for Cisco CCNA certification.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science Degree in Information Technology.

Major Requirements

CTI 120	Network and Sec. Foundation	3
NET 125	Introduction to Networks	3
NET 235	Networking/Troubleshooting	3
NOS 230	Windows Administration I	3
	Total Credits	12

Information Technology—Web Development and Design Certificate (C25590BC)

This Web Development and Design certificate is designed for individuals interested in acquiring advanced technical skills and knowledge in Web Design including creating web pages, using Internet protocols, search engines, programming for the Web, and creating databases.

All courses in this certificate program may be applied toward completion of the Applied Science Degree in Information Technology.

Major Requirements

CTI 110	Web, Pgm, and Db Foundation	3
CSC 151	JAVA Programming	3
WEB 110	Internet/Web Foundations	3
WEB 115	Web Markup and Scripting	3
	Total Credits	12

Manicuring/Nail Technology Certificate (C55400CP)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principals, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Major Requirements

COS 121	Manicure/Nail Technology I	6
COS 222	Manicure/Nail Technology II	6
	Total Credits	12

Mechanical Engineering Technology Diploma (D40320CP)

The Mechanical Engineering Technology diploma curriculum prepares technicians to produce drawings of mechanical parts and components of mechanical systems. CAD and the importance of technically correct drawings are based on current standards. Coursework includes mechanical drafting, proper drawing documentation, CAD, and machine processes. The use of proper dimensioning and tolerance techniques and GD & T are stressed.

General Education Requirements

ENG 111	Writing and Inquiry	3
MAT 110	Mathematical Measurement	3

Major Requirements

BPR 111	Print Reading	2
DFT 151	CAD I	3
DFT 154	Intro Solid Modeling	3
EGR 285	Design Project	2
HYD 110	Hydraulics/Pneumatics I	3
MAC 111	Machining Technology I	6
MAC 121	Intro to CNC	2
MEC 128	CNC Machining Processes	4
MEC 145	Mfg. Materials I	3
MEC 161	Manufacturing Processes I	3
MEC 161A	Manufacturing Proc I Lab	1
MEC 231	Comp-Aided Manufacturing I	3
MEC 261	Manufacturing Process II	4
	Total Credits	45

Medical Office Administration Diploma (D25310CP)

Medical Office Administration diploma prepared individuals for entry-level positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Upon completion of the diploma students should be prepared for entry-level positions in the medical offices.

All courses in this diploma may be applied to the completion of the Associate of Applied Science Degree in Medical Office Administration.

General Education Requirements

ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements

BUS 121	Business Math	3
CIS 110	Introduction to Computers	3
OST 130	Comprehensive Keyboarding	3
OST 134	Text Entry and Formatting	3
OST 141	Medical Office Terms I	3
OST 142	Medical Office Terms II	3
OST 148	Medical Ins. and Billing	3
OST 149	Medical Legal Issues	3
OST 164	Office Editing	3
OST 243	Medical Office Simulation	3
OST 289	Office Administrative Capstone	3
	Total Credits	39

Medical Office Administration—Basic Medical Office Certificate (C25310AC)

The Basic Medical Office certificate gives students the basic knowledge necessary for entry-level employment in the medical office. The certificate program covers medical terminology, legal and ethical issues, medical billing and insurance, keyboarding, and document formatting.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Medical Office Administration. Graduates should qualify for employment in entry-level positions in medical and other health-care related offices.

Major Requirements

OST 130	Comprehensive Keyboarding	3
OST 134	Text Entry and Formatting	3
OST 141	Medical Office Terms I	3
OST 142	Medical Office Terms II	3
OST 148	Medical Ins. and Billing	3
OST 149	Medical Legal Issues	3
	Total Credits	18

Medical Office Administration—Medical Coding, Billing, & Ins. Cert. (C25310BC)

The Medical Coding, Billing, and Insurance certificate is designed for students who would like to prepare for a specialized position in medical coding, billing, and insurance. This certificate will prepare students for positions in medical and allied health facilities requiring specific knowledge of ICD-10 and CPT codes.

Graduates should qualify for employment in entry-level coding, billing, and insurance positions.

The courses in this certificate can be applied toward the Associate of Applied Science Degree in Medical Office Administration.

Major Requirements

OST 141	Medical Office Terms I	3
OST 142	Medical Office Terms II	3
OST 148	Medical Ins. and Billing	3
OST 149	Medical Legal Issues	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
	Total Credits	18

Nurse Aide Certificate (C45840CP)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire and safety, household environments and equipment management; family resources and services; and employment skills.

Major Requirements

NAS 101	Nurse Aide I	6
NAS 102	Nurse Aide II	6
	Total Credits	12

Office Administration Diploma (D25370CP)

The Office Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as software, accounting, editing, office management, and communication skills.

Upon completion of this diploma, students should be prepared to begin work in entry-level office positions.

All courses in this diploma may be applied toward the completion of the Associate of Applied Science Degree in Office Administration.

General Education Requirements

ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Major Requirements

BUS 110	Introduction to Business	3
BUS 121	Business Math	3
CIS 110	Introduction to Computers	3
OST 130	Comprehensive Keyboarding	3
OST 134	Text Entry and Formatting	3
OST 136	Word Processing	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 286	Professional Development	3
OST 289	Office Admin. Capstone	3
	Total Credits	36

Office Administration—Basic Office Skills Certificate (C25370AC)

The Basic Office Skills certificate gives students the basic skills necessary for general office support in entry-level employment in today's modern office. Students will gain basic skills in keyboarding, computer applications, document formatting, document editing, records management, and word processing.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

The courses in this certificate can be applied toward the Associate of Applied Science Degree in Office Administration.

Major Requirements

OST 130	Comprehensive Keyboarding	3
OST 134	Text Entry and Formatting	3
OST 136	Word Processing	3
OST 137	Office Applications I	3
OST 164	Office Editing	3
OST 184	Records Management	3
	Total Credits	18

Office Administration—Software Applications Specialist Certificate (C25370CC)

The Software Applications Specialist certificate provides students with the basic knowledge of computer software usage to enable them to function effectively in an office environment using the touch keying system. Students will have skills in word processing, database, spreadsheet, and electronic mail applications.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science Degree in Office Administration.

Major Requirements

OST 130	Comprehensive Keyboarding	3
OST 136	Word Processing	3
OST 137	Office Applications I	3
OST 138	Office Applications II	3
OST 153	Office Finance Solutions	3
OST 236	Adv. Word Processing	3
	Total Credits	18

Office Administration—Word Processing Specialist Certificate (C25370BC)

The Word Processing Specialist certificate is designed for persons interested in acquiring knowledge and skills in word processing. Students in this program learn basic document formatting and editing skills. Upon completion of this certificate, students will be able to use word processing software to prepare business correspondence, reports, memorandums, and publications.

Graduates should qualify for employment in entry-level positions in business, government, and industry.

The courses in this certificate program may be applied toward completion of the Associate of Applied Science Degree in Office Administration.

Major Requirements

OST 130	Comprehensive Keyboarding	3
OST 134	Text Entry and Formatting	3
OST 136	Word Processing	3
OST 137	Office Applications I	3
OST 164	Office Editing	3
OST 236	Adv. Word Processing	3
	Total Credits	18

Welding Technology Certificate (C50420CP)

The Welding Technology certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate-welding processes, in Stick, MIG, and TIG welding applications. Upon completion, students should qualify for entry-level employment in metal welding industries.

Major Requirements

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3
	Total Credits	18

Welding Technology—Basic MIG/TIG (Plate) Certificate (C50420AC)

The Basic MIG/TIG Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes and plate welding processes in MIG and TIG welding applications.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Major Requirements

ISC 112	Industrial Safety	2
WLD 110	Cutting Processes	2
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3
	Total Credits	15

Welding Technology—Basic Pipe Certificate (C50420CC)

The Basic Pipe Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn plate and pipe welding processes in Stick (SMAW) and TIG (GTAW) welding applications.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Major Requirements

ISC 112	Industrial Safety	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 131	GTAW (TIG) Plate	4
WLD 132	GTAW (TIG) Plate/Pipe	3
	Total Credits	18

Welding Technology—Basic Stick and MIG Certificate (C50420DC)

The Basic Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Coursework will include basic cutting processes, Stick (SMAW) welding on both plate and pipe, and MIG welding on plate.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Major Requirements

ISC 112	Industrial Safety	2
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4
	Total Credits	17

Welding Technology—GTAW TIG (Plate/Pipe) Certificate (C50420BC)

The GTAW TIG Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn plate and pipe welding processes in TIG (GTAW) welding applications. They will also study symbols and specifications, and basic fabrication techniques.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Major Requirements

ISC 112	Industrial Safety	2
WLD 131	GTAW (TIG) Plate	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 141	Symbols & Specifications	3
WLD 151	Fabrications I	4
	Total Credits	16

Welding Technology—SMAW (Stick Plate/Pipe) Certificate (C50420EC)

The SMAW (Stick) certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes, plate, and pipe welding processes in Stick (SMAW) welding applications and beginning fabrication techniques.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Major Requirements

ISC 112	Industrial Safety	2
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 151	Fabrications I	4
	Total Credits	17