

PROGRAM DESCRIPTIONS - BUSINESS

LYNN BOWEN, DEAN OF BUSINESS

ASSOCIATES OF APPLIED SCIENCE DEGREE PROGRAMS

Accounting – AC13
Applied Business Technology – ABT3
Banking and Finance – BAF3
Business Administrative Technology – BA23
Business Management – MD13
CIS - Computer Programming – CP23
CIS - Computer Support Specialist – CS23
CIS - Information Security Specialist – IS23
CIS - Web Site Design – IS53
CIS - Networking Specialist – NS13
Digital Media Technology – DMT3
Gaming Development – CSD3
Health Information Technology - HI13
Marketing Management – MM13
Paralegal Studies – PS13

DIPLOMA PROGRAMS

Accounting – AC12
Applied Business Technology – ABT2
Banking and Finance – BAF2
Business Administrative Technology – BA22
Business Management – MD12
CIS - Computer Programming – CP24
CIS - Computer Support Specialist – CS14
CIS - Information Security Specialist – IS12
CIS - Web Site Design – IS64
CIS - Networking Specialist – NS14
Digital Media Technology – DMT2
Gaming Development – CSD4
Health Information Coding - HI12
Marketing Management – MM12
Paralegal Studies – PS12

TECHNICAL CERTIFICATES OF CREDIT

Business Administrative Technology:

Technical Specialist – TC31

Computer Information Systems:

CompTIA A+ Certified Technician Preparation – CA71

Information Security Specialist - IS81

Animation & Game Design Specialist - AAG1

Accounting

ACCOUNTING - AC13

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	64
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Accounting Associate of Applied Science Degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning	(3)
MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
ACCT 1100 - Financial Accounting I	4
BUSN 1440 - Document Production	4
ACCT 1105 - Financial Accounting II	4
ACCT 1110 - Managerial Accounting	3
ACCT 1115 - Computerized Accounting	3
ACCT 1120 - Spreadsheet Applications	4

ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 - Payroll Accounting	3
XXXX xxxx - Accounting Elective	9
XXXX xxxx - General Elective	9

ACCOUNTING - AC12

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.	42
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today’s technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
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Choose one of the following

EMPL 1000 - Interpersonal Relations and Professional Development.	(2)
PSYC 1010 - Basic Psychology	(3)

Choose one of the following

MATH 1011 - Business Math	(3)
MATH 1012 - Foundations of Mathematics	(3)

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers.	3
ACCT 1100 - Financial Accounting I	4
BUSN 1440 - Document Production.	4
ACCT 1105 - Financial Accounting II	4
ACCT 1115 - Computerized Accounting	3
ACCT 1120 - Spreadsheet Applications	4
ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 - Payroll Accounting.	3
XXXX xxxx - Specific Occupational Guided Elective	3
ACCT xxxx - Accounting Elective	3

Applied Business Technology

APPLIED BUSINESS TECHNOLOGY – ABT3

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	67
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Applied Business Technology AAS is a sequence of courses that provide students with either a group of customer service specialty or customer warehousing courses, general education courses, work experience in a related area, and a series of courses in a specialty area. Graduates have qualifications to work in a variety of fields based on the student's area of specialty. The areas of specialties are as follows: management, entrepreneurship, business technology, paraprofessional, leadership, warehouse management, and medical technology.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES:

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE:

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
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Area II – Social/Behavioral Sciences

XXXX xxxx – Social Behavioral Sciences Elective	3
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Area III – Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 – Quantitative Skills and Reasoning	(3)
MATH 1101 – Mathematic Modeling	(3)
MATH 1111 – College Algebra	(3)

Area IV – Humanities/Fine Arts

XXXX xxxx – Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx – General Education Core Elective	3
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OCCUPATIONAL COURSES:

COMP 1000 – Introductions to Computers.	3
MKTG 1161 – Service Industry Business Environment	2
MKTG 1162 – Customer Contact Skills	4
MKTG 1163 – Customer Skills for Customer Service	2
MKTG 1164 – Business Skills for Customer	2
MKTG 1165 – Personal Effectiveness in Customer Service	1

APBT Field Experience/Internship (Choose one of the following)	
APBT 2100 – Applied Business Tech Field Experience/Internship	12

OR ALL of the Following

APBT 2101 – Applied Business Technology Field Experience/Internship I	3
APBT 2102 – Applied Business Technology Field Experience/Internship II	3
APBT 2103 – Applied Business Technology Field Experience/Internship III	3
APBT 2104 – Applied Business Technology Field Experience/Internship IV	3

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

MANAGEMENT – 8MS3

MGMT 1100 – Principles of Management	3
MGMT 1115 – Leadership	3
MGMT 1120 – Introduction to Business	3
MGMT 1125 – Business Ethics	3
MGMT 2115 – Human Resources	3
MGMT 2125 – Performance Management	3
ACCT 1100 – Financial Accounting I	4
ECON 1101 – Principles of Economics	3
MGMT xxxx – Management Elective	3

ENTREPRENEURSHIP – 8ES3

MKTG 1100 – Principles of Marketing	3
MKTG 1130 – Business Regulations and Compliance	3
MGMT 1120 – Introduction to Business	3
MGMT 2115 – Human Resources	3
MGMT 2140 – Retail Management	3
MGMT 2145 – Business Plan Development	3
MGMT 2150 – Small Business Management	3
MKTG 2210 – Entrepreneurship	6

BUSINESS TECHNOLOGY – 8BT3

BUSN 1440 – Document Production	4
BUSN 1240 – Office Procedures	3
BUSN 1200 – Machine Transcription	2
BUSN 1400 – Word Processing	4
BUSN 1410 – Spreadsheet Concepts and Applications	4
BUSN 1430 – Desktop Publishing and Presentation Applications	4
ACCT xxxx – Accounting Elective	4
BUSN xxxx – Additional Business Course	2

PARAPROFESSIONAL – 8PA3

ECCE 1101 – Introduction to Early Childhood Care and Education	3
ECCE 1103 – Child Growth and Development	3
ECCE 1105 – Health, Safety, and Nutrition	3
ECCE 1112 – Curriculum and Assessment	3
ECCE 1113 – Creative Activities for Children	3
ECCE 2115 – Language and Literacy	3
ECCE 2116 – Math and Science	3
ECCE 2201 – Exceptionalities	3
ECON 1101 – Principles of Economics	3

LEADERSHIP – 8LS3

ACCT 1101 – Financial Accounting I	4
MGMT 1100 – Principles of Management	3
MGMT 1120 – Introduction to Business	3
MGMT 1115 – Leadership	3
MGMT 2215 – Team Project	3
MGMT 2135 – Management Communication	3

MGMT 1125 – Business Ethics	3
MGMT 1105 – Organizational Behavior	3
MKTG 1100 – Principles of Marketing	3

APPLIED BUSINESS TECHNOLOGY – ABT2

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.	48
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Applied Business Technology AAS is a sequence of courses that provide students with either a group of customer service specialty or customer warehousing courses, general education courses, work experience in a related area, and a series of courses in a specialty area. Graduates have qualifications to work in a variety of fields based on the student’s area of specialty. The areas of specialties are as follows: management, entrepreneurship, business technology, paraprofessional, leadership, warehouse management, and medical technology.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES:

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE:

ENGL 1010 – Fundamentals of English I.	3
<i>Choose one of the following</i>	
EMPL 1000 – Interpersonal Relations and Professional Development.	3
PSYC 1010 – Basic Psychology.	3
MATH 1012 – Foundations of Mathematics.	3

OCCUPATIONAL COURSES:

APBT 2100 – Applied Business Tech Field Experience/Internship	12
<i>Option: Customer Service Courses</i>	
MKGT 1161 – Service Industry Business Environment	2
MKGT 1162 – Customer Contact Skills	4
MKGT 1163 – Customer Skills for Customer Service	2
MKGT 1164 – Business Skills for Customer	2
MKGT 1165 – Personal Effectiveness in Customer Service	1

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

Management – 8MS3

MGMT 1100 – Principles of Management	3
MGMT 1115 – Leadership	3
MGMT 1120 – Introduction to Business	3
MGMT 1125 – Business Ethics	3
MGMT 2115 – Human Resources	3
MGMT 2125 – Performance Management	3

Entrepreneurship – 8ES3

MKTG 1100 – Principles of Marketing	3
MKTG 1130 – Business Regulations and Compliance	3
MGMT 2145 – Business Plan Development	3
MGMT 2150 – Small Business Management	3
MKTG 2210 – Entrepreneurship	6

Business Technology – 8BT3

COMP 1000 – Introduction to Computers	3
BUSN 1440 – Document Production	4
BUSN 1240 – Office Procedures	3
BUSN 1200 – Machine Transcription	2
BUSN 1400 – Word Processing	4
ACCT xxxx – Accounting Elective	4
BUSN xxxx – Additional Business Course	2

Paraprofessional – 8PA3

ECCE 1101 – Introduction to Early Childhood Care and Education	3
ECCE 1103 – Child Growth and Development	3
ECCE 1105 – Health, Safety, and Nutrition	3
ECCE 1112 – Curriculum and Assessment	3
ECCE 1113 – Creative Activities for Children	3
ECCE 2201 – Exceptionalities	3

Leadership – 8LS3

ACCT 1101 – Financial Accounting I	4
MGMT 1100 – Principles of Management	3
MGMT 1120 – Introduction to Business	3
MGMT 1115 – Leadership	3
MGMT 2215 – Team Project	3
MGMT 2135 – Management Communication	3

Banking and Finance

BANKING AND FINANCE - BAF3

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5	Term(s)
Minimum Credit Hours for Graduation	64	
High School Diploma or GED Required: Yes		

PROGRAM DESCRIPTION:

The Banking and Finance Program prepares students for employment in a variety of positions in today's banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communications

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences (Choose one of the following)

ECON 1101 - Principles of Economics	(3)
ECON 2105 - Macroeconomics	(3)
ECON 2106 - Microeconomics	(3)

Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning	(3)
MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
ACCT 1100 - Financial Accounting I	4
ACCT 1105 - Financial Accounting II	4

ACCT 1120 - Spreadsheet Applications	4
BAFN 1100 - Introduction to Banking and Finance	3
BAFN 1110 - Money and Banking	3
BAFN 1115 - Personal Financial Planning	3
BUSN 1440 - Document Production	4
BAFN 2200 - Finance	3
MKTG 1130 - Business Regulations and Compliance	3
BAFN 1105 - Bank Business and Information Systems	3
BAFN 2205 - Real Estate Finance	3
BAFN 2215 - Investments.	3
BAFN 2210 - Contemporary Bank Management	3

Choose one of the following

BAFN 1300 - Internship	(3)
XXXX xxxx - Guided Elective	(3)

BANKING AND FINANCE - BAF2

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.	51
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Banking and Finance Program prepares students for employment in a variety of positions in today’s banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1011 - Business Math	3

Choose one of the following

EMPL 1000 - Interpersonal Relations and Professional Development.	(2)
PSYC 1010 - Basic Psychology	(3)

OCCUPATIONAL COURSES

ACCT 1100 - Financial Accounting I	4
BAFN 1100 - Introduction to Banking and Finance	3
ACCT 1105 - Financial Accounting II	4
BUSN 1440 - Document Production.	4

MKTG 1160 - Professional Selling	3
BAFN 1105 - Bank Business and Information Systems	3
BAFN 1115 - Personal Financial Planning	3
MKTG 1130 - Business Regulations and Compliance	3
ACCT 1120 - Spreadsheet Applications	4
BAFN 1110 - Money and Banking	3
BAFN 2200 - Finance	3
COMP 1000 - Introduction to Computers	3

Choose one of the following

BAFN 1300 - Internship	(3)
XXXX xxxx - Guided Elective	(3)

Business Administrative Technology

BUSINESS ADMINISTRATIVE TECHNOLOGY - BA23

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	64
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning	(3)
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MATH 1101 - Mathematical Modeling	(3)
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MATH 1111 - College Algebra	(3)
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Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
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BUSN 1400 - Word Processing Applications	4
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BUSN 1430 - Desktop Publishing and Presentation Applications	4
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BUSN 1440 - Document Production	4
BUSN 1190 - Digital Technologies in Business	2
BUSN 1240 - Office Procedures	3
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1420 - Database Applications	4
BUSN 2160 - Electronic Mail Applications	2
BUSN 2210 - Applied Office Procedures	3
BUSN 2190 - Business Document Proofreading and Editing	3
MGMT 1100 - Principles of Management	3

Choose one of the following

ACCT 1100 - Financial Accounting I	(4)
BUSN 2200 - Office Accounting	(4)

Guided Electives (Minimum of 6 credit hrs.)

BUSN 1100 - Introduction to Keyboarding	(3)
MGMT 2215 - Team Project	(3)
BUSN 1300 - Introduction to Business	(3)
BUSN 2240 - Business Administrative Assistant Internship I	(4)
BUSN 2250 - Business Administrative Assistant Internship II	(6)
BUSN 1340 - Customer Service Effectiveness	(3)
BUSN 2170 - Web Page Design	(2)
BUSN 2300 - Medical Terminology	(2)
BUSN 2320 - Medical Document Processing/Transcription	(4)
BUSN 2370 - Medical Office Billing/Coding/Insurance	(3)
BUSN 2340 - Medical Administrative Procedures	(4)

BUSINESS ADMINISTRATIVE TECHNOLOGY - BA22

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation	50
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I 3

Choose one of the following

EMPL 1000 - Interpersonal Relations and Professional Development..... (2)

PSYC 1010 - Basic Psychology (3)

Choose one of the following

MATH 1011 - Business Math (3)

MATH 1012 - Foundations of Mathematics (3)

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers..... 3

BUSN 1400 - Word Processing Applications 4

BUSN 1440 - Document Production..... 4

BUSN 2190 - Business Document Proofreading and Editing..... 3

Choose one of the following

BUSN 2200 - Office Accounting..... (4)

ACCT 1100 - Financial Accounting I..... (4)

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION -8BA2

BUSN 1190 - Digital Technologies in Business 2

BUSN 1240 - Office Procedures 3

BUSN 1410 - Spreadsheet Concepts and Applications..... 4

BUSN 1430 - Desktop Publishing and Presentation Applications 4

BUSN 2160 - Electronic Mail Applications 2

BUSN 2210 - Applied Office Procedures 3

Guided Elective (Minimum of 6 credit hrs from below)

BUSN 1100 - Introduction to Keyboarding (3)

BUSN 1300 - Introduction to Business..... (3)

BUSN 1340 - Customer Service Effectiveness..... (3)

BUSN 1420 - Database Applications (4)

BUSN 2170 - Web Page Design (2)

BUSN 2240 - Business Administrative Assistant Internship I (4)

BUSN 2250 - Business Administrative Assistant Internship II..... (6)

BUSN 2300 - Medical Terminology (2)

BUSN 2320 - Medical Document Processing/Transcription (4)

BUSN 2340 - Medical Administrative Procedures (4)

BUSN 2370 - Medical Office Billing/Coding/Insurance (3)

MKTG 1100 – Principles of Marketing (3)

MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION - 8M12

MAST 1120 - Human Pathological Conditions in the Medical Office..... 3

BUSN 2340 - Medical Administrative Procedures 4

BUSN 2370 - Medical Office Billing/Coding/Insurance 3

Choose one of the following

BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant..... (3)

ALHS 1010 - Introduction to Anatomy and Physiology..... (4)

ALHS 1011 - Structure and Function of the Human Body..... (5)

Choose one of the following

- BUSN 2300 - Medical Terminology (2)
- ALHS 1090 - Medical Terminology for Allied Health Sciences (2)

Specific Occupational Guided Electives (Minimum of 9 credit hrs. from below)

- BUSN 1100 - Introduction to Keyboarding (3)
- BUSN 1190 - Digital Technologies in Business (2)
- BUSN 1200 - Machine Transcription (2)
- BUSN 1210 - Electronic Calculators (2)
- BUSN 1240 - Office Procedures (3)
- BUSN 1300 - Introduction to Business (3)
- BUSN 1310 - Introduction to Business Culture (3)
- BUSN 1340 - Customer Service Effectiveness (3)
- BUSN 1410 - Spreadsheet Concepts and Applications (4)
- BUSN 1420 - Database Applications (4)
- BUSN 1430 - Desktop Publishing and Presentation Applications (4)
- BUSN 2160 - Electronic Mail Applications (2)
- BUSN 2170 - Web Page Design (2)
- BUSN 2210 - Applied Office Procedures (3)
- BUSN 2380 – Medical Administrative Assistant Internship I (4)

TECHNICAL SPECIALIST - TC31

TECHNICAL CERTIFICATE OF CREDIT

Minimum Length of Program (based on full-time enrollment) 3 Term(s)
 Minimum Credit Hours for Graduation 36
 High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

The purpose of this certificate is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

ENGL 1101 - Composition and Rhetoric 3
 COMP 1000 - Introduction to Computers 3

Language Arts/Humanities/Fine Arts (Choose two of the following)

- ARTS 1101 - Art Appreciation (3)
- MUSC 1101 - Music Appreciation (3)
- HUMN 1101 - Introduction to Humanities (3)
- ENGL 2130 - American Literature (3)

Social/Behavioral Science (Choose two of the following)

PSYC 1101 - Introductory Psychology	(3)
ECON 1101 - Principles of Economics	(3)
ECON 2105 - Macroeconomics	(3)
ECON 2106 - Microeconomics	(3)
SOCI 1101 - Introduction to Sociology	(3)
POLS 1101 - American Government	(3)
HIST 1111 - World History I	(3)
HIST 1112 - World History II	(3)
HIST 2111 - U.S. History I	(3)
HIST 2112 - U.S. History II	(3)

Natural Sciences/Mathematics (Choose one of the following)

MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)
MATH 1112 - College Trigonometry	(3)
MATH 1113 - Precalculus	(3)
BIOL 1111/1111L - Biology I and Lab	(4)
CHEM 1151/1151L - Survey of Inorganic Chemistry and Lab	(4)
PHYS 1110/1110L – Conceptual Physics and Lab	(4)

Additional General Education Core Requirement (Minimum of 6 hrs.)

XXXX xxxx - General Education Core Elective	6 - 12
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OCCUPATIONAL GUIDED ELECTIVES

(Choose one of the following options)

Option 1: Accounting

ACCT 1100 – Financial Accounting I	4
ACCT 1105 – Financial Accounting II	4
ACCT 1115 – Computerized Accounting	3

Option 2: Banking and Finance

BAFN 1100 – Introduction to Banking and Finance	3
BAFN 1110 – Money and Banking	3
BAFN 1105 – Bank Business and Information Systems	3
BAFN 1115 – Personal Financial Planning	3

Option 3: Business Administrative Technology

BUSN 1420 – Database Applications	4
BUSN 1400 – Word Processing	4
BUSN 1410 – Spreadsheet Concepts and Applications	4

Option 4: Computer Information Systems Help Desk

CIST 1130 – Operating Systems Concepts	3
CIST 2130 – Desktop Support Concepts	2
CIST 1122 – Hardware Installation & Maintenance	4

Option 5: Computer Information Systems Internet Specialist

CIST 1510 – Web Development I	3
CIST 1540 – Web Animation I	3
CIST 2510 – Web Technologies	3

Option 6: Computer Information Systems Networking

CIST 1101 – Computer Concepts	4
CIST 1130 – Operating Systems Concepts	3

Choose one of the following

CIST 1401 – Computer Networking Fundamentals	(4)
CIST 2451 – CISCO Network Fundamentals	(4)

Option 7: Computer Information Systems Programming

CIST 1305 – Program Design and Development	3
CIST XXXX – Programming Language Courses (two required)	8

Option 8: Early Childhood Education

ECCE 1101 – Intro to Early Childhood Care and Education 3
ECCE 1103 – Child Growth and Development3
ECCE 1105 – Health, Safety, and Nutrition 3
ECCE XXXX – Elective3

Option 9: Marketing

MKTG 1100 – Principles of Marketing3
MGMT 1100 – Principles of Management.3
MKTG 1160 – Professional Selling3
MKTG 1210 – Services Marketing.3

Option 10: Advisor Guided Occupational Option

XXXX xxxx – Advisor Guided Occupational Courses (12)

Business Management

BUSINESS MANAGEMENT - MD13

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	63
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Service Sector Management, or Human Resource Management.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning	(3)
MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
MGMT 1100 - Principles of Management	3
MGMT 1105 - Organizational Behavior	3
MGMT 1120 - Introduction to Business	3
MGMT 1115 - Leadership	3
MGMT 1125 - Business Ethics	3
MGMT 2115 - Human Resource Management	3
MGMT 2125 - Performance Management	3

MGMT 2215 - Team Project	3
XXXX xxxx - General Education Elective	3
Choose one of the following	
MGMT 1135 - Managerial Accounting and Finance	(3)
ACCT 1100 - Financial Accounting I	(4)

Choose one of the following	
MGMT 1110 - Employment Rules & Regulations	(3)
MKTG 1130 - Business Regulations and Compliance	(3)

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

GENERAL MANAGEMENT SPECIALIZATION - 8IG3

MGMT xxxx - Choose TWO Business Management Guided Electives.	6
XXXX xxxx - General Guided Elective	6

HUMAN RESOURCES MANAGEMENT SPECIALIZATION - 82H3

MGMT 2120 - Labor Management Relations.	3
MGMT 2130 - Employee Training and Development	3
XXXX xxxx - General Guided Elective	3

Choose one of the following:	
MGMT 2205 - Service Sector Management	(3)
MGMT 2210 - Project Management	(3)

SERVICE SECTOR MANAGEMENT SPECIALIZATION - 84S3

MGMT 2130 - Employee Training and Development	3
MGMT 2140 - Retail Management.	3
MGMT 2205 - Service Sector Management	3
XXXX xxxx - General Guided Elective	3

BUSINESS MANAGEMENT - MD12

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4	Term(s)
Minimum Credit Hours for Graduation.	47	
High School Diploma or GED Required: Yes		

PROGRAM DESCRIPTION:

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I 3

Choose one of the following

EMPL 1000 - Interpersonal Relations and Professional Development..... (2)

PSYC 1010 - Basic Psychology (3)

Choose one of the following

MATH 1011 - Business Math (3)

MATH 1012 - Foundations of Mathematics (3)

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers..... 3

MGMT 1100 - Principles of Management 3

MGMT 1105 - Organizational Behavior..... 3

MGMT 1115 - Leadership..... 3

MGMT 1120 - Introduction to Business..... 3

MGMT 1125 - Business Ethics..... 3

MGMT 2115 - Human Resource Management..... 3

MGMT 2125 - Performance Management 3

MGMT 2215 - Team Project 3

Guided Electives in Area of Concentration 6

Choose one of the following

ACCT 1100 - Financial Accounting I (4)

MGMT 1135 - Managerial Accounting and Finance (3)

Choose one of the following

MGMT 1110 - Employment Rules & Regulations (3)

MKTG 1130 - Business Regulations and Compliance (3)

Computer Information Systems

COMPUTER PROGRAMMING - CP23

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment) 5 Term(s)
 Minimum Credit Hours for Graduation.....65
 High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

The Computer Programming Associate of Applied Science Degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of English/Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Programming Associate of Applied Science degree and are qualified for employment as computer programmers.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning..... (3)

MATH 1101 - Mathematical Modeling..... (3)

MATH 1111 - College Algebra (3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective..... 3

Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective 3

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers..... 3

CIST 1001 - Computer Concepts 4

CIST 1220 - Structured Query Language (SQL) 4

CIST 1305 - Program Design and Development..... 3

CIST 1510 - Web Development I 3

CIST 2921 - IT Analysis, Design, and Project Management 4

CIST xxxx - CIST Electives..... 6

Choose one of the following

BUSN 1300 - Introduction to Business	(3)
MGMT 1120 - Introduction to Business	(3)
ACCT 1100 - Financial Accounting I	(4)

**PROGRAMMING LANGUAGE COURSES
(MINIMUM 20 SEMESTER HOURS WITH AT LEAST ONE TIER II COURSE)**

Programming Language Courses Tier I

CIST 2341 - C# Programming I	4
CIST 2371 - Java Programming I	4
CIST 2351 - PHP Programming I	4
CIST 2361 - C++ Programming I	4
CIST 2372 - Java Programming II	4

Programming Language Courses Tier II

CIST 2373 - Java Programming III	4
CIST 2362 - C++ Programming II	4
CIST 2352 - PHP Programming II	4

COMPUTER PROGRAMMING - CP24

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation	52
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Those interested in a Computer Programming diploma should be highly motivated individuals who are interested in becoming an Information Technology professional. Program graduates are to be competent in the general areas of English/humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, as well as in the technical areas of SQL, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1220 - Structured Query Language (SQL)	4

CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CITS xxxx - CIST Elective	3

PROGRAMMING LANGUAGE COURSES
(MINIMUM 20 SEMESTER HOURS WITH AT LEAST ONE TIER II COURSE)

Programming Courses Tier I

CIST 2371 - Java Programming I	4
CIST 2341 - C# Programming I	4
CIST 2351 - PHP Programming I	4
CIST 2361 - C++ Programming I	4
CIST 2372 - Java Programming II	4

Programming Courses Tier II

CIST 2373 - Java Programming III	(4)
CIST 2362 - C++ Programming II	(4)
CIST 2352 - PHP Programming II	(4)

COMPUTER SUPPORT SPECIALIST - CS23

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	62
High School Diploma or GED Required:	Yes

PROGRAM DESCRIPTION:

The Computer Information Systems Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning (3)

MATH 1101 - Mathematical Modeling (3)

MATH 1111 - College Algebra (3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective 3

Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective 3

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers 3

CIST 1001 - Computer Concepts 4

CIST 1130 - Operating Systems Concept 3

CIST 1305 - Program Design and Development 3

CIST xxxx - Database Elective Course 4

CIST xxxx - Guided Office Productivity Application Course 3

CIST 1122 - Hardware Installation and Maintenance 4

CIST 1601 - Information Security Fundamentals 3

CIST 2921 - IT Analysis, Design, and Project Management 4

CIST xxxx - CIST Electives 12

Introductory Networking Class (Choose one of the following)

CIST 1401 - Computer Networking Fundamentals (4)

CIST 2441 - Cisco Networking for Home and Small Businesses (4)

CIST 2451 - Cisco Network Fundamentals (4)

COMPUTER SUPPORT SPECIALIST - CS14

DIPLOMA

Minimum Length of Program (based on full-time enrollment) 4 Term(s)

Minimum Credit Hours for Graduation 55

High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

The Computer Information Systems Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development.....	2

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers.....	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance.....	4
CIST 1601 - Information Security Fundamentals.....	3
CIST xxxx - Guided Office Productivity Course	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIST xxxx - CIST Electives	12
CIST 1130 - Operating Systems Concept.....	3
CIST 1305 - Program Design and Development.....	3
CIST xxxx - CIST Database Electives.....	4

Introductory-Level Networking Class (Choose one of the following)

CIST 1401 - Computer Networking Fundamentals	(4)
CIST 2441 - Cisco Networking for Home and Small Businesses.....	(4)
CIST 2451 - Cisco Network Fundamentals	(4)

GAMING DEVELOPMENT - CSD3

ASSOCIATE DEGREE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation.....	66
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

Game Development is the academic field focused on the creation of electronic games. The field includes interactive graphics/animation programming, fundamental computer science, game design, studio art, electronic art, narrative storytelling, and critical game studies.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning (3)

MATH 1101 - Mathematical Modeling (3)

MATH 1111 - College Algebra (3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective 3

Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective 3

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers 3

CIST 1001 - Computer Concepts 4

CIST 1130 - Operating Systems Concept 3

CIST 1305 - Program Design and Development 3

CIST 2361 - C++ Programming I 4

CIST 2740 - Introduction to Game Development 4

CIST 2741 - Advanced Game Development 3

CIST xxxx - CIST Electives 6

SPECIALIZATION

3D GAMING ANIMATION - 83G3

CIST 2730 - Introduction to 3D Animation 4

CIST 2731 - Intermediate 3D Animation 4

CIST 2732 - 3D Character Animation 4

CIST 2733 - 3D Graphics for Gaming I 4

CIST 2734 - 3D Graphics for Gaming II 4

CIST 2736 - Introduction to Motion Capture 4

GAMING DEVELOPMENT - CSD4

DIPLOMA

Minimum Length of Program (based on full-time enrollment) 4 Term(s)

Minimum Credit Hours for Graduation 50

High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

Game Development is the academic field focused on the creation of electronic games. The field includes interactive graphics/animation programming, fundamental computer science, game design, studio art, electronic art, narrative storytelling, and critical game studies.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development.....	2

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers.....	3
CIST 1305 - Program Design and Development.....	3
CIST 1001 - Computer Concepts	4
CIST 2361 - C++ Programming I.....	4
CIST 2740 - Introduction to Game Development.....	4
CIST 2741 - Advanced Game Development.....	3

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

3D ANIMATION SPECIALIZATION - 83A2

CIST 2730 - Introduction to 3D Animation	4
CIST 2731 - Intermediate 3D Animation	4
CIST 2732 - 3D Character Animation.....	4
CIST 2733 - 3D Graphics for Gaming I	4
CIST 2734 - 3D Graphics for Gaming II	4
CIST 2736 - Introduction to Motion Capture	4

ANIMATION AND GAME DESIGN SPECIALIST – AAG1

TECHNICAL CERTIFICATE OF CREDIT

Minimum Length of Program (based on full-time enrollment	1 Term(s)
Minimum Credit Hours for Graduation.....	14
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Animation and Game Design Specialist technical certificate of credit is designed to prepare students to work in a variety of areas. Those areas include animation and interfaces for the game development industry and Web related fields. The graduate will be prepared to work in simulation development, model fantasy characters for games, develop gaming interfaces, work on the interactive media projects, etc.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES:

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

OCCUPATIONAL COURSES:

CIST 2710 – 2D Computer Animation 3
CIST 2730 – Introduction to 3D Animation 4
CIST 2733 – 3D Graphics for Gaming I 4
CIST xxxx – Elective 3

INFORMATION SECURITY SPECIALIST - IS23

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment) 5 Term(s)
Minimum Credit Hours for Graduation. 68
High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

The Computer Information Systems Information Security Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Information Security Specialist.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Table with 5 columns: Test Type, ASSET Score, COMPASS Score. Rows include Reading, English, Math, and Algebra.

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning. (3)
MATH 1101 - Mathematical Modeling. (3)
MATH 1111 - College Algebra (3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective. 3

Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective 3

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers. 3
CIST 1001 - Computer Concepts 4
CIST 1122 - Hardware Installation and Maintenance. 4
CIST 1601 - Information Security Fundamentals. 3
CIST 1602 - Security Policies and Procedures 3

CIST 2601 - Implementing Operating Systems Security	4
CIST 2602 - Network Security	4
CIST 2611 - Implementing Internet / Intranet Firewalls	4
CIST xxxx - Networking Elective	12
CIST 2612 - Computer Forensics	4
XXXX xxxx - Guided Elective	4

Introductory-Level Networking Class (Choose one of the following)

CIST 1401 - Computer Networking Fundamentals	(4)
CIST 2441 - Cisco Networking for Home and Small Businesses	(4)
CIST 2451 - Cisco Network Fundamentals	(4)

INFORMATION SECURITY SPECIALIST - IS12

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation	55
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Computer Information Systems Information Security Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Information Security Specialist.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1601 - Information Security Fundamentals	3
CIST xxxx - Networking Electives	10
CIST 1602 - Security Policies and Procedures	3
CIST 2601 - Implementing Operating Systems Security	4
CIST 2602 - Network Security	4
CIST 2611 - Implementing Internet / Intranet Firewalls	4
CIST 2612 - Computer Forensics	4

Introductory-Level Networking Class (Choose one of the following)

CIST 1401 - Computer Networking Fundamentals	(4)
CIST 2441 - Cisco Networking for Home and Small Businesses.....	(4)
CIST 2451 - Cisco Network Fundamentals	(4)

INFORMATION SECURITY SPECIALIST – IS81

TECHNICAL CERTIFICATE OF CREDIT

Minimum Length of Program (based on full-time enrollment	2 Term(s)
Minimum Credit Hours for Graduation.....	22
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Information Security Specialist certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES:

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

OCCUPATIONAL COURSES:

CIST 1601 – Information Security Fundamentals	3
CIST 1602 – Security Policies & Procedures	3
CIST 2601 – Implementing Operating Systems Security.....	4
CIST 2602 – Networking Security	4
CIST 2611 – Implementing Internet/Intranet Firewalls	4
CIST 2612 – Computer Forensics	4

WEB SITE DESIGN - IS53

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation.....	64
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Computer Information Systems Web Site Design program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;

- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication	
ENGL 1101 - Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
XXXX xxxx - Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics (Choose one of the following)	
MATH 1100 - Quantitative Skills and Reasoning	(3)
MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)
Area IV - Humanities/Fine Arts	
XXXX xxxx - Humanities/Fine Arts Elective	3
Additional General Education Core Requirement	
XXXX xxxx - General Education Core Elective	3

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1305 - Program Design and Development	3
CIST 1220 - Structured Query Language (SQL)	4
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1530 - Web Graphics I	3
CIST 1540 - Web Animation I	3
CIST 1601 - Information Security Fundamentals	3
CIST 2510 - Web Technologies	3
CIST 2550 - Web Development II	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIST 2531 - Web Graphics II	(3)
Choose one of the following Programming Courses	
CIST 2560 - Web Application Programming I	(4)
CIST 2570 - Open Source Web Application Programming I	(4)
CIST 2381 - Mobile Application Development	(4)
CIST 2371 - Java Programming I	(4)
CIST 2351 - PHP Programming I	(4)
CIST 2341 - C# Programming I	(4)
CIST 2580 - Interactive and Social Apps Integration	(4)
Choose one of the following	
CIST 2950 - Web Systems Project	(3)
CIST 2991 - CIST Internship I	(3)

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.54
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Computer Information Systems Web Site Design program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1305 - Program Design and Development	3
CIST 1220 - Structured Query Language (SQL)	4
CIST 1510 - Web Development I	3
CIST 1520 - Scripting Technologies	3
CIST 1530 - Web Graphics I	3
CIST 1540 - Web Animation I	3
CIST 1601 - Information Security Fundamentals	3
CIST 2510 - Web Technologies	3
CIST 2550 - Web Development II	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIST 2531 - Web Graphics II	(3)

Choose one of the following

CIST 2560 - Web Application Programming I	(4)
CIST 2570 - Open Source Web Application Programming I	(4)
CIST 2381 - Mobile Application Development	(4)
CIST 2371 - Java Programming I	(4)
CIST 2351 - PHP Programming I	(4)
CIST 2341 - C# Programming I	(4)
CIST 2580 - Interactive and Social Apps Integration	(4)

NETWORKING SPECIALIST - NS13

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment) 5 Term(s)
Minimum Credit Hours for Graduation 66
High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

The Computer Information Systems Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric 3

Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective 3

Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning (3)

MATH 1101 - Mathematical Modeling (3)

MATH 1111 - College Algebra (3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective 3

Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective 3

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers 3

CIST 1001 - Computer Concepts 4

CIST 1130 - Operating Systems Concept 3

CIST 1122 - Hardware Installation and Maintenance 4

CIST xxxx - CIST Electives 14

CIST xxxx - CIST Security Course 3

Introductory-Level Networking Class (Choose one of the following)

CIST 1401 - Computer Networking Fundamentals (4)

CIST 2441 - Cisco Networking for Home and Small Businesses (4)

CIST 2451 - Cisco Network Fundamentals (4)

SPECIALIZATION

MICROSOFT SPECIALIZATION - 8M13

CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
CIST xxxx - MS Elective	4

NETWORKING SPECIALIST - NS14

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	54
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Computer Information Systems Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1130 - Operating Systems Concept	3
CIST xxxx - Security Course	3
CIST xxxx - CIST Elective	9

Introductory-Level Networking Class (Choose one of the following)

CIST 1401 - Computer Networking Fundamentals	(4)
CIST 2451 - Cisco Network Fundamentals	(4)
CIST 2441 - Cisco Networking for Home and Small Businesses	(4)

SPECIALIZATION

MICROSOFT SPECIALIZATION - 8M42

CIST 2411 - Microsoft Client4
CIST 2412 - Microsoft Server Directory Services4
CIST 2413 - Microsoft Server Infrastructure4
CIST xxxx – MS Elective4

COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION - CA71

TECHNICAL CERTIFICATE OF CREDIT

Minimum Length of Program (based on full-time enrollment)2 Term(s)
Minimum Credit Hours for Graduation.....18
High School Diploma or GED Required: Yes

PROGRAM DESCRIPTION:

The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers.....3
CIST 1001 - Computer Concepts4
CIST 1122 - Hardware Installation and Maintenance.....4
CIST 1130 - Operating Systems Concept.....3
CIST xxxx - CIST Elective4

Digital Media Technology

DIGITAL MEDIA TECHNOLOGY - DMT3

ASSOCIATE DEGREE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	62
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Digital Media Technology Associate of Applied Science Degree program is designed to provide training in the emerging field of digital media production and editing. Individuals enrolled in the program will work with state of the art digital video production studio equipment and digital editing software programs to develop skills in digital video production, post production editing, and animation graphics.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

Area I - Language Arts/Communication

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

XXXX xxxx - Social/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning	(3)
MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

COMP 1000 – Introduction to Computers	3
DMPT 1000 Introduction to Design and Media Production	6
DIMT 1100 – History of Mass Communication	3
DIMT 1120 – Pre-Production	4
DIMT 1130 – Introduction to Videography	3
DIMT 2100 – Videography	4
DIMT 2160 – Broadcast News	4
TVPT 2525 – Writing for Broadcast	4
DMPT 2900 - Practicum/Internship I	3

DMPT 2800 – Exit Review	4
XXXX xxxx – Occupational Guided Electives.	6

Choose one of the following

DMPT 1010 – Raster Imaging	(5)
CIST 1530 – Web Graphics I	(3)

DIGITAL MEDIA TECHNOLOGY - DMT2

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.	56
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Digital Media Technology diploma program is designed to provide training in the emerging field of digital media production and editing. Individuals enrolled in the program will work with state of the art digital video production studio equipment and digital editing software programs to develop skills in digital video production, post production editing, and animation graphics.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

MATH 1012 - Foundations of Mathematics	3
PSYC 1010 – Basic Psychology	3
ENGL 1010 - Fundamentals of English I	3

OCCUPATIONAL COURSES

COMP 1000 – Introduction to Computers	3
DMPT 1000 – Introduction to Design and Media Production	6
DIMT 1100 – History of Mass Communication	3
DIMT 1120 – Pre-Production	4
DIMT 1130 – Introduction to Videography	3
DIMT 2100 – Videography	4
DIMT 2160 – Broadcast News	4
TVPT 2525 – Writing for Broadcast	4
DMPT 2900 – Practicum/Internship I	3
DMPT 2800 – Exit Review	4
XXXX xxxx – Occupational Guided Electives.	6

Choose one of the following

DMPT 1010 – Raster Imaging	(5)
CIST 1530 – Web Graphics I	(3)

Health Information Technology

HEALTH INFORMATION TECHNOLOGY - HI13

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	6 Term(s)
Minimum Credit Hours for Graduation	64
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Health Information Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

ADDITIONAL PROGRAM REQUIREMENTS:

- Students may be required to submit a physical exam, proof of up-to-date immunization, a criminal background check, and/or a drug screen prior to the clinical rotation of this program.
- Competitive admission program. Minimum cumulative GPA of 2.5 required to qualify. See WGTC website for more specific information.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communications

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

XXXX xxxx - Social Sciences/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics

MATH 1111 - College Algebra	3
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Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

BIOL 2113/2114L - Anatomy and Physiology I and Lab	4
BIOL 2114/2114L - Anatomy and Physiology II and Lab	4
COMP 1000 - Introduction to Computers	3

MAST 1120 - Human Pathological Conditions in the Medical Office	3
HIMT 1100 - Introduction to Health Information Technology	3
HIMT 1350 - Pharmacotherapy	2
HIMT 1250 - Health Record Content and Structure	2
HIMT 1150 - Computer Applications in Healthcare	2
HIMT 2200 - Performance Improvement	2
HIMT 1200 - Legal Aspects of Healthcare	2
HIMT 1400 - Coding and Classification I - ICD Coding	4
HIMT 2300 - Healthcare Management	3
HIMT 2150 - Healthcare Statistics	2
HIMT 1410 - Coding and Classification II - ICD Advanced Coding	3
HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding	3
HIMT 2410 - Revenue Cycle Management	2
HIMT 2460 - Health Information Technology Practicum.	3

Choose one of the following

BUSN 2300 - Medical Terminology	(2)
ALHS 1090 - Medical Terminology for Allied Health Sciences	(2)

HEALTH INFORMATION CODING - HI12

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	3 Term(s)
Minimum Credit Hours for Graduation.	48
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Health Information Coding Associate prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

ADDITIONAL PROGRAM REQUIREMENTS:

- Students may be required to submit a physical exam, proof of up-to-date immunization, a criminal background check, and/or a drug screen prior to the clinical rotation of this program.
- Students registering for this program on the Ben Hill-Irwin, Coffee, or Cook campuses will be required to attend the Valdosta campus to complete some course requirements.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	36	COMPASS	28

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
MATH 1013 - Algebraic Concepts	3

Choose one of the following

EMPL 1000 - Interpersonal Relations and Professional Development (2)
PSYC 1010 - Basic Psychology (3)

OCCUPATIONAL COURSES

ALHS 1011 - Structure and Function of the Human Body 5
COMP 1000 - Introduction to Computers 3
HIMT 1100 - Introduction to Health Information Technology 3
MAST 1120 - Human Pathological Conditions in the Medical Office 3
HIMT 1350 - Pharmacotherapy 2
HIMT 1250 - Health Record Content and Structure 2
HIMT 1400 - Coding and Classification I - ICD Coding 4
HIMT 1410 - Coding and Classification II - ICD Advanced Coding 3
HIMT 1200 - Legal Aspects of Healthcare 2
HIMT 2410 - Revenue Cycle Management 2
HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding 3
HIMT 1150 - Computer Applications in Healthcare 2
HIMT 2500 - Certification Seminar 4

Choose one of the following

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)
BUSN 2300 - Medical Terminology (2)

Marketing

MARKETING MANAGEMENT - MM13

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	62
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing degree with specializations in marketing management, entrepreneurship, retail management, or social media.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE

Area I - Language Arts/Communications

ENGL 1101 - Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

XXXX xxxx - Social Sciences/Behavioral Sciences Elective	3
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Area III - Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 - Quantitative Skills and Reasoning	(3)
MATH 1101 - Mathematical Modeling	(3)
MATH 1111 - College Algebra	(3)

Area IV - Humanities/Fine Arts

XXXX xxxx - Humanities/Fine Arts Elective	
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Additional General Education Core Requirement

XXXX xxxx - General Education Core Elective	3
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OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers	3
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business	2
MKTG 1100 - Principles of Marketing	3
MKTG 1190 - Integrated Marketing Communications	3
MKTG 2090 - Marketing Research	3
MKTG 1160 - Professional Selling	3

MKTG 1130 - Business Regulations and Compliance	3
MGMT 1100 - Principles of Management	3
XXXX xxxx - Guided Elective	3

Choose two of the following

MKTG 2000 - International Marketing.	(3)
MKTG 2290 - Marketing Internship/Practicum	(3)
MKTG 2300 - Marketing Management	(3)

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

MARKETING MANAGEMENT - 8MM3

MKTG 1370 - Consumer Behavior.	3
MKTG 2060 - Marketing Channels	3
MKTG xxxx - Marketing Elective	3

Choose one of the following

MKTG 1210 - Services Marketing	(3)
MKTG 2070 - Buying and Merchandising	(3)

ENTREPRENEURSHIP - 8EN3

MKTG 2210 - Entrepreneurship	6
MKTG 2010 - Small Business Management	3

Choose one of the following

MKTG 2070 - Buying and Merchandising	(3)
MKTG 1210 - Services Marketing	(3)

E-BUSINESS - 8EB3

MKTG 2210 - Entrepreneurship	6
BUSN 2170 - Web Page Design	2

Choose one of the following

MKTG 2070 - Buying and Merchandising	(3)
MKTG 1210 - Services Marketing	(3)

RETAIL MANAGEMENT - 8RM3

MKTG 1270 - Visual Merchandising	3
MKTG 1370 - Consumer Behavior.	3
MKTG 2070 - Buying and Merchandising	3
MKTG 2270 - Retail Operations Management.	3

SOCIAL MEDIA MARKETING – 8S23

MKTG 2500 – Exploring Social Media	3
MKTG 2550 – Analyzing Social Media	
MKTG 1370 – Consumer Behavior	3
MKTG xxxx – Marketing Elective	3

MARKETING MANAGEMENT - MM12

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.	52
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Marketing program is designed to prepare students for employment in a variety of positions in today’s marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management.

Graduates of the program receive a Marketing diploma with specializations in marketing management, entrepreneurship, retail management, e-business, or social media.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT and/or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES

Reading:	ASSET	38	COMPASS	70
English:	ASSET	37	COMPASS	32
Math:	ASSET	32	COMPASS	26
Algebra:	ASSET	0	COMPASS	0

GENERAL EDUCATION CORE

ENGL 1010 - Fundamentals of English I	3
Choose one of the following	
MATH 1011 - Business Math	(3)
MATH 1012 - Foundations of Mathematics	(3)

Choose one of the following	
EMPL 1000 - Interpersonal Relations and Professional Development.	(2)
PSYC 1010 - Basic Psychology	(3)

OCCUPATIONAL COURSES

COMP 1000 - Introduction to Computers.	3
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business	2
MKTG 1100 - Principles of Marketing.	3
MKTG 1190 - Integrated Marketing Communications.	3
MKTG 2090 - Marketing Research.	3
MKTG 1160 - Professional Selling.	3
MKTG 1130 - Business Regulations and Compliance	3
XXXX xxxx - Guided Elective	3
Choose one of the following	
BUSN 1300 - Introduction to Business.	(3)
MGMT 1100 - Principles of Management	(3)

Choose two of the following	
MKTG 2000 - International Marketing.	(3)
MKTG 2300 - Marketing Management	(3)
MKTG 2290 - Marketing Internship/Practicum	(3)

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

MARKETING MANAGEMENT - 8MM2

MKTG 2060 - Marketing Channels	3
MKTG 1370 - Consumer Behavior.	3
MKTG xxxx - Marketing Elective	3
Choose one of the following	
MKTG 1210 - Services Marketing	(3)
MKTG 2070 - Buying and Merchandising	(3)

ENTREPRENEURSHIP - 8EN2

MKTG 2210 - Entrepreneurship6
MKTG 2010 - Small Business Management3

Choose one of the following

MKTG 1210 - Services Marketing (3)
MKTG 2070 - Buying and Merchandising (3)

E-BUSINESS - 8EB2

MKTG 2210 - Entrepreneurship6
BUSN 2170 - Web Page Design2

Choose one of the following

MKTG 1210 - Services Marketing (3)
MKTG 2070 - Buying and Merchandising (3)

RETAIL MANAGEMENT - 8RM2

MKTG 1270 - Visual Merchandising 3
MKTG 2070 - Buying and Merchandising3
MKTG 2270 - Retail Operations Management.....3
MKTG 1370 - Consumer Behavior.....3

SOCIAL MEDIA MARKETING – 8S12

MKTG 2500 – Exploring Social Media3
MKTG 2550 – Analyzing Social Media3
MKTG 1370 – Consumer Behavior3
MKTG xxxx – Marketing Elective3

Paralegal Studies

PARALEGAL STUDIES – PS13

ASSOCIATE OF APPLIED SCIENCE

Minimum Length of Program (based on full-time enrollment)	5 Term(s)
Minimum Credit Hours for Graduation	69
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Technology degree.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES:

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE:

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
SPCH 1101 – Public Speaking	3

Area II – Social/Behavioral Sciences

XXXX xxxx – Social Behavioral Sciences Elective	3
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Area III – Natural Sciences/Mathematics (Choose one of the following)

MATH 1100 – Quantitative Skills and Reasoning	(3)
MATH 1101 – Mathematic Modeling	(3)
MATH 1111 – College Algebra	(3)

Area IV – Humanities/Fine Arts

XXXX xxxx – Humanities/Fine Arts Elective	3
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Additional General Education Core Requirement

XXXX xxxx – General Education Core Elective	3
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OCCUPATIONAL COURSES:

COMP 1000 – Introductions to Computers	3
PARA 1100 – Introduction to Law and Ethics	3
PARA 1105 – Legal Research and Legal Writing I	3
PARA 1110 – Legal Research and Legal Writing II	3
PARA 1115 – Family Law	3

PARA 1120 – Real Estate Law	3
PARA 1125 – Criminal Law and Criminal Procedure	3
PARA 1130 – Civil Litigation	3
PARA 1135 – Wills, Trusts, Probate, and Administration.	3
PARA 1140 – Tort Law.	3
PARA 1145 – Law Office Management	3
PARA 1150 – Contracts, Commercial Law and Business Organizations	3
PARA 2210 – Paralegal Internship I	6

Choose NINE credit hours from the following courses:

PARA 1200 – Bankruptcy/Debtor-Creditor Relations	3
PARA 1205 – Constitutional Law	3
PARA 1210 – Legal and Policy Issues in Healthcare.	3
PARA 1215 – Administrative Law	3
PARA 2205 – Advanced Legal Research and Writing	3
PARA 2215 – Paralegal Internship II	6
XXXX xxxx – Occupational Guided Electives.	9

PARALEGAL STUDIES – PS12

DIPLOMA

Minimum Length of Program (based on full-time enrollment)	4 Term(s)
Minimum Credit Hours for Graduation.	38
High School Diploma or GED Required: Yes	

PROGRAM DESCRIPTION:

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research state and federal law; legal correspondence preparation; family law matters; criminal law and procedure, and tort law. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Diploma.

ADMISSION REQUIREMENTS:

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Present acceptable SAT or ACT scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

MINIMUM TEST SCORES:

Reading:	ASSET	41	COMPASS	79
English:	ASSET	40	COMPASS	62
Math:	ASSET	0	COMPASS	0
Algebra:	ASSET	42	COMPASS	37

GENERAL EDUCATION CORE:

ENGL 1101 – Composition and Rhetoric	3
Mathematics (Choose one of the following)	
MATH 1100 – Quantitative Skills and Reasoning	(3)
MATH 1101 – Mathematic Modeling	(3)
MATH 1111 – College Algebra	(3)

Social/Behavioral Sciences (Choose one of the following)

EMPL 1000 – Interpersonal Relations and Professional Development	(2)
PSYC 1010 – Basic Psychology	(3)
PSYC 1101 – Introductory Psychology	(3)

OCCUPATIONAL COURSES:

COMP 1000 – Introductions to Computers.	3
PARA 1100 - Introduction to Law and Ethics.	3
PARA 1105 - Legal Research and Legal Writing I	3
PARA 1110 – Legal Research and Legal Writing II	3
PARA 1115 – Family Law.	3
PARA 1125 – Criminal Law and Criminal Procedure	3
PARA 1140 – Tort Law	3
PARA 1145 – Law Office Management	3

Choose SIX credit hours from the following courses:

PARA 1135 – Wills, Trusts, Probate, and Administration.	3
PARA 1200 – Bankruptcy/Debtor-Creditor Relations	3
PARA 1205 – Constitutional Law	3
PARA 1210 - Legal and Policy Issues in Healthcare	3