

Career and College Promise Pathways

2023-2024

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Associate in Arts University Transfer Pathway (P1012C)

The CCP University Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement. (General Education 31-32 SHC)

English Composition 6 SHC

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

Three courses from at least two different disciplines 9 SHC

| Communication | |
|---------------|--|
| | |

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

Three courses from at least two different disciplines 9 SHC

Social/Behavioral Sciences

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

One course from the following **3-4 SHC** Math

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

| Take 1 of 7 Groups Natural Sciences Group 1 | 4 SHC | |
|---|---------------------------|---|
| AST 111 | Descriptive Astronomy I | 3 |
| AST 111A | Descriptive Astronomy Lab | 1 |
| Group 2 | | |
| AST 151 | General Astronomy I | 3 |
| AST 151A | General Astronomy I Lab | 1 |
| Group 3 | | |
| BIO 110 | Principles of Biology | 4 |
| Group 4 | - | |
| BIO 111 | General Biology I | 4 |
| Group 5 | | |
| CHM 151 | General Chemistry I | 4 |
| Group 6 | | |
| GEL 111 | Introductory Geology | 4 |
| Group 7 | | |
| PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |

Academic Transition 1 SHC

| ACA 122 | College Transfer Success | 1 |
|---------|--------------------------|---|
|---------|--------------------------|---|

*Optional General Education Hours 0-8 SHC

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

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

Total Semester Hours Credit (SHC) in Pathway: 32-41*

Associate in Science University Transfer Pathway (P1042C)

The CCP University Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major. The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement. (General Education 34 SHC)

English Composition 6 SHC

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

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

Two courses from at least two different disciplines 6SHC

Two courses from at least two different disciplines 6 SHC

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

Two courses from the following 8 SHC Math

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

Take 1 of 5 Groups8 SHCNatural Sciences

Group 1 (Select two)

| | / | |
|----------------|-----------------------------------|---|
| AST 151 & 151A | General Astronomy I (3) & Lab (1) | 4 |
| BIO 110 | Principles of Biology | 4 |
| GEL 111 | Introductory Geology | 4 |
| PHY 110 & 110A | Conceptual Physics (3) & Lab (1) | 4 |
| Group 2 | | |
| BIO 111 | General Biology I | 4 |
| BIO 112 | General Biology II | 4 |
| Group 3 | | |
| CHM 151 | General Chemistry I | 4 |
| CHM 152 | General Chemistry II | 4 |
| Group 4 | | |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |
| Group 5 | | |
| PHY 251 | General Physics I | 4 |
| PHY 252 | General Physics II | 4 |
| | | |

Academic Transition 1SHC

| ACA 122 | College Transfer Success | 1 |
|---------|--------------------------|---|
|---------|--------------------------|---|

*Optional General Education Hours 0-8 SHC

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

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

Total Semester Hours Credit (SHC) in Pathway: 35-43*

Associate in Arts Teacher Preparation Pathway (P1012T)

The CCP University Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major. The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement. (General Education 31-32 SHC)

| English Composition 6 SHC | | | | |
|---------------------------|-------------------------------------|---|--|--|
| | | | | |
| ENG 112 | Writing/Research in the Disciplines | 3 | | |

GENERAL EDUCATION

Three courses from at least two different disciplines 9 SHC

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

Two courses from at least two different disciplines 6 SHC

Social/Behavioral Sciences

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

One course from the following 3-4 SHC Math

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

| Take 1 of 7 Groups Natural Sciences | 4 SHC | |
|--|---------------------------|---|
| Group 1 | | |
| AST 111 | Descriptive Astronomy I | 3 |
| AST 111A | Descriptive Astronomy Lab | 1 |
| Group 2 | · · | |
| AST 151 | General Astronomy I | 3 |
| AST 151A | General Astronomy I Lab | 1 |
| Group 3 | · · | · |
| BIO 110 | Principles of Biology | 4 |
| Group 4 | | |
| BIO 111 | General Biology I | 4 |
| Group 5 | | |
| CHM 151 | General Chemistry I | 4 |
| Group 6 | | |
| GEL 111 | Introductory Geology | 4 |
| Group 7 | | |
| PHY 110 | Conceptual Physics | 3 |
| PHY 110A | Conceptual Physics Lab | 1 |

Sociology 3 SHC

| SOC 225 | Social Diversity | 3 |
|---------|------------------|---|
| | - | |

OTHER REQUIRED HOURS

| Luucation | 7 3110 | | |
|-----------|--------|--------------------------------|---|
| EDU 187 | | Teaching and Learning for All* | 4 |
| EDU 216 | | Foundations of Education | 3 |

Academic Transition 1 SHC

| ACA 122 | College Transfer Success | 1 |
|---------|--------------------------|---|

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

**Optional General Education Hours 0-8 SHC

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

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

Total Semester Hours Credit (SHC) in Pathway: 40-48**

Associate in Science Teacher Preparation Pathway (P1042T)

The CCP University Transfer Pathway Leading to the Associate in Science Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major. The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement. (General Education 34 SHC)

GENERAL EDUCATION

English Composition 6 SHC

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

Two courses from at least two different disciplines 6SHC

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

One course from the following **3 SHC** Social/Behavioral Sciences

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

Two courses from the following 8 SHC Math

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

Take 1 of 5 Groups8 SHC

Natural Sciences

| Group 1 (Se | lect two) |
|-------------|-----------|
|-------------|-----------|

| AST 151 & 151A | General Astronomy I (3) & Lab (1) | 4 |
|----------------|-----------------------------------|---|
| BIO 110 | Principles of Biology | 4 |
| GEL 111 | Introductory Geology | 4 |
| PHY 110 & 110A | Conceptual Physics (3) & Lab (1) | 4 |
| Group 2 | · | |
| BIO 111 | General Biology I | 4 |
| BIO 112 | General Biology II | 4 |
| Group 3 | · | |
| CHM 151 | General Chemistry I | 4 |
| CHM 152 | General Chemistry II | 4 |
| Group 4 | | |
| PHY 151 | College Physics I | 4 |
| PHY 152 | College Physics II | 4 |
| Group 5 | | |
| PHY 251 | General Physics I | 4 |
| PHY 252 | General Physics II | 4 |
| | | |

Sociology 3 SHC

| SOC 225 | Social Diversity | 3 |
|---------|------------------|---|
|---------|------------------|---|

OTHER REQUIRED HOURS

| Education | 7 SHC | | |
|-----------|-------|--------------------------------|---|
| EDU 187 | | Teaching and Learning for All* | 4 |
| EDU 216 | | Foundations of Education | 3 |

Academic Transition 1 SHC

| ACA 122 College Transfer Success | 1 |
|----------------------------------|---|
|----------------------------------|---|

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

**Optional General Education Hours 0-8 SHC

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

NOTE: High School students in the CCP University Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses beyond MAT 271.

Total Semester Hours Credit (SHC) in Pathway: 42-50**

Associate Degree Nursing (ADN) Pathway (P1032C)

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

| English Composition | n 6 SHC | |
|---------------------|-------------------------------------|---|
| ENG 111 | Writing & Inquiry (Required) | 3 |
| ENG 112 | Writing/Research in the Disciplines | 3 |
| Or | | |
| ENG 114 | Prof Research and Reporting | 3 |

One course from the following Humanitias/Eina Arts

| Humanities/Fine | e Arts 3 SHC | |
|-----------------|------------------------|---|
| ART 111 | Art Appreciation | 3 |
| ART 114 | Art History Survey I | 3 |
| ART 115 | Art History Survey II | 3 |
| HUM 115 | Critical Thinking | 3 |
| MUS 110 | Music Appreciation | 3 |
| MUS 112 | Introduction to Jazz | 3 |
| PHI 215 | Philosophical Issues | 3 |
| PHI 240 | Introduction to Ethics | 3 |

Social/Behavioral Sciences 6 SHC

| PSY 150 | General Psychology | 3 |
|---------|--------------------------|---|
| PSY 241 | Developmental Psychology | 3 |

Natural Sciences 8 SHC

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

Academic Transition 1 SHC

| ACA 122 College Transfer Success 1 |
|------------------------------------|
|------------------------------------|

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

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

Total Semester Hours Credit (SHC) in Pathway: 24

Agribusiness Technology Diploma (D15100CP & D15100AC)

The Agribusiness Technology diploma is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. Upon completion of this diploma students should be prepared to begin work in entry level agribusiness related career.

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

General Education Requirements (D15100CP)

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

-or-

General Education Requirements (D151000AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|-----------------------------|---|
| MAT 110 | Math Measurement & Literacy | 3 |

Major Requirements

| | Total Credits | 43 |
|---------|---------------------------|----|
| WBL 111 | Work-Based Learning I | 1 |
| ECO 251 | Prin of Microeconomics | 3 |
| ANS 110 | Animal Science | 3 |
| AGR 261 | Agronomy | 3 |
| AGR 214 | Agricultural Marketing | 3 |
| AGR 213 | Ag Law & Finance | 3 |
| AGR 212 | Farm Business Management | 3 |
| AGR 170 | Soil Science | 3 |
| AGR 160 | Plant Science | 3 |
| AGR 150 | Ag-O-Metrics | 3 |
| AGR 140 | Agricultural Chemicals | 3 |
| AGR 139 | Intro to Sustainable Ag | 3 |
| AGR 130 | Alternative Ag Production | 3 |

*ENG 110 is a nontransferable English course.

Agribusiness Technology - Agribusiness Economics Certificate (C15100CC)

The Agribusiness Economics certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic management and economics as they relate to the agricultural industry.

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

| | Total Credits | 12 |
|---------|---------------------------|----|
| ECO 251 | Prin of Microeconomics | 3 |
| BUS 137 | Principles of Management | 3 |
| AGR 212 | Farm Business Management | 3 |
| AGR 112 | Agri Records & Accounting | 3 |

Agribusiness Technology - Agribusiness Operations & Welding Cert. (C15100EC)

The Agribusiness Operations and Welding certificate provides a study of a mixture of agricultural and welding courses. Courses are essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major.

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

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

Agribusiness Technology - Agribusiness Regulation & Compliance Cert. (C15100DC)

The Agribusiness Regulation & Compliance certificate is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic soil, chemical and agricultural law requirements as they relate to the agricultural industry.

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

| AGR 140 | Agricultural Chemicals | 3 |
|---------|------------------------|----|
| AGR 150 | Ag-O-Metrics | 3 |
| AGR 170 | Soil Science | 3 |
| AGR 213 | Ag Law & Finance | 3 |
| | Total Credits | 12 |

Agribusiness Technology - Agricultural Applications Certificate (C15100CP)

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

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

| AGR 139 | Intro to Sustainable Ag | 3 |
|---------|-------------------------|----|
| AGR 150 | Ag-0-Metrics | 3 |
| AGR 160 | Plant Science | 3 |
| AGR 170 | Soil Science | 3 |
| | Total Credits | 12 |

Agribusiness Technology - Agricultural Welding Certificate (C15100AC)

The Agricultural Welding certificate provides a study of a mixture of agricultural and welding courses. Courses essential to those planning a career in agriculture and farm maintenance, as well as those interested in Agribusiness as a possible major.

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

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

| AGR 130 | Alternative Ag Production | 3 |
|---------|---------------------------|----|
| AGR 212 | Farm Business Management | 3 |
| AGR 213 | Ag Law and Finance | 3 |
| WLD 115 | SMAW (Stick) Plate | 5 |
| WLD 121 | GMAW (MIG) FCAW Plate | 4 |
| | Total Credits | 18 |

Agribusiness Technology - Intro. to Agribusiness Technology Certificate (C15100BC)

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

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

| AGR 160 | Plant Science | 3 |
|---------|------------------------|----|
| AGR 170 | Soil Science | 3 |
| ANS 110 | Animal Science | 3 |
| ECO 251 | Prin of Microeconomics | 3 |
| | Total Credits | 12 |

Automotive Systems Technology Diploma (D60160CP & D60160AC)

The Automotive Systems Technology diploma provides individuals with the training to prepare them for entry-level employment as automotive technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drive trains and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in automotive dealerships and repair shops.

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

General Education Requirements (D60160CP)

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

-or-

General Education Requirements (D60160AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|-----------------------------|---|
| MAT 110 | Math Measurement & Literacy | 3 |

Major Requirements

| AUT 116 | Engine Repair | 3 |
|----------|----------------------------------|----|
| AUT 116A | Engine Repair Lab | 1 |
| AUT 141 | Suspension & Steering Sys | 3 |
| AUT 141A | Suspension & Steering Lab | 1 |
| AUT 151 | Brake Systems | 3 |
| AUT 151A | Brake Systems Lab | 1 |
| AUT 181 | Engine Performance 1 | 3 |
| AUT 181A | Engine Performance 1 Lab | 1 |
| AUT 221 | Auto Transmission/Transaxles | 3 |
| AUT 221A | Auto Transmission/Transaxles Lab | 1 |
| AUT 231 | Man Trans/Ax/Drivetrains | 3 |
| AUT 231A | Man Trans/Ax/Drivetrains Lab | 1 |
| TRN 110 | Intro to Transport Tech | 2 |
| TRN 120 | Basic Transport Electricity | 5 |
| TRN 170 | PC Skills for Transport | 2 |
| | Total Credits | 39 |

*ENG 110 is a nontransferable English course.

Automotive Systems Technology Certificate (C60160CP)

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

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

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

| AUT 151 | Brake Systems | 3 |
|----------|--------------------------|----|
| AUT 151A | Brake Systems Lab | 1 |
| AUT 181 | Engine Performance 1 | 3 |
| AUT 181A | Engine Performance 1 Lab | 1 |
| TRN 110 | Intro to Transport Tech | 2 |
| TRN 170 | PC Skills for Transport | 2 |
| | Total Credits | 12 |

Automotive Systems Technology - Chassis Certificate (C60160CC)

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

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

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

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

Automotive Systems Technology - Drivetrains Certificate (C60160EC)

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

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

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

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

Automotive Systems Technology - Electrical and Electronics Certificate (C60160DC)

The Electrical and Electronics certificate is designed to train individuals in the basics and advanced skills of electric and advanced electronics.

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

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

| TRN 110 | Intro to Transport Tech | 2 |
|---------|-----------------------------|----|
| TRN 120 | Basic Transport Electricity | 5 |
| TRN 145 | Adv Transp Electronics | 3 |
| TRN 170 | PC Skills for Transport | 2 |
| | Total Credits | 12 |

Automotive Systems Technology - Engines Certificate (C60160BC)

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

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

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

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

Automotive Systems Technology - Engines and Brakes Certificate (C60160AC)

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

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

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

| AUT 116 | Engine Repair | | 3 |
|----------|--------------------------|---------------|----|
| AUT 116A | Engine Repair Lab | | 1 |
| AUT 151 | Brake Systems | | 3 |
| AUT 151A | Brake Systems Lab | | 1 |
| AUT 181 | Engine Performance I | | 3 |
| AUT 181A | Engine Performance I Lab | | 1 |
| | - | Fotal Credits | 12 |

Boat Manufacture & Service - Boat Construction Diploma (D60330BC & D60330DC)

The Boat Construction diploma prepares students for employment in the manufacture and service of boats. With a focus on manufacturing, new construction, and composite fabrication, students learn the basics of boat design and the implementation of those designs in various components and/or complete services on boats or yachts.

Course work includes reading marine blueprints, lofting, constructing forms and moldmaking, application of concepts and techniques in composites, marine woodworking, interior finishing, cosmetic and structural repair, and intro to marine systems.

Graduates may find employment with boat/yacht manufacturers, custom boat builders, service yards, dealerships, and other marine services.

General Education Requirements (D60330BC)

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

-or-

General Education Requirements (D60330DC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|-----------------------------|---|
| MAT 110 | Math Measurement & Literacy | 3 |

Major Requirements

| BMS 110 | Intro to Marine Woodwork | 3 |
|----------|------------------------------|---|
| BMS 111 | Marine Joinery | 3 |
| BMS 112 | Marine Blueprints/Lofting | 4 |
| BMS 113 | Hull & Deck Construction | 5 |
| BMS 114 | Intro to Composites | 3 |
| BMS 115 | Tooling/Mold Construction | 5 |
| BMS 116 | Composite Production | 5 |
| BMS 117 | Marine Spray Finishing | 2 |
| BTB 193A | Selected Topics in Boat Bldg | 3 |

Other Requirements

| CIS 110 | Introduction to Computers | 3 |
|---------|---------------------------|----|
| | Total Credits | 42 |

*ENG 110 is a nontransferable English course.

Boat Manufacture & Service - Adv. Composite Boat Construction Cert. (C60330DC)

The Adv. Composite Boat Construction certificate is designed to prepare individuals for careers in the boat manufacture and service field. It provides an advanced understanding of composite boat construction as it relates to the boat building industry. This certificate is a follow-up certificate to the Intro to Composite Boat Construction certificate.

All courses in this certificate program may be applied toward completion of the Boat Manufacture & Service - Boat Construction diploma.

Note: The Intro. to Composite Boat Construction (C60330CC) certificate must be completed before enrollment in the Adv. Composite Boat Construction (C60330DC) certificate.

| BMS 113 | Hull & Deck Construction | 5 |
|---------|---------------------------|----|
| BMS 115 | Tooling/Mold Construction | 5 |
| BMS 116 | Composite Production | 5 |
| BMS 117 | Marine Spray Finishing | 2 |
| | Total Credits | 17 |

Boat Manufacture & Service – Intro. to Composite Boat Construction Cert. (C60330CC)

The Intro. to Composite Boat Construction certificate is designed to prepare individuals for careers in the boat manufacture and service field. It provides an understanding of composite boat construction as it relates to the boat building industry.

All courses in this certificate program may be applied toward completion of the Boat Manufacture & Service – Boat Construction diploma.

| · · · | | |
|----------|------------------------------|----|
| BMS 110 | Intro to Marine Woodwork | 3 |
| BMS 111 | Marine Joinery | 3 |
| BMS 112 | Marine Blueprints/Lofting | 4 |
| BMS 114 | Intro to Composites | 3 |
| BTB 193A | Selected Topics in Boat Bldg | 3 |
| | Total Credits | 16 |

Business Administration Diploma (D25120CP)

The Business Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as business, accounting, marketing, law, insurance, taxes, management, and communication.

Upon completion of this diploma, students should be prepared to begin work in entrylevel business and management positions.

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

General Education Requirements

| ENG 111 | Writing & Inquiry | 3 |
|---------|--------------------|---|
| PSY 150 | General Psychology | 3 |

| Prin Of Financial Accounting | 4 |
|------------------------------|---|
| Introduction to Business | 3 |
| Business Law I | 3 |
| Business Math | 3 |
| Principles of Management | 3 |
| Business Communication | 3 |
| Introduction to Computers | 3 |
| Prin of Microeconomics | 3 |
| Principles of Marketing | 3 |
| Customer Service | 3 |
| Total Credits | 37 |
| | Introduction to Business Business Law I Business Math Principles of Management Business Communication Introduction to Computers Prin of Microeconomics Principles of Marketing Customer Service |

Business Administration Certificate (C25120CP)

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

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

| ACC 120 | Prin of Financial Accounting | 4 |
|---------|------------------------------|----|
| BUS 137 | Principles of Management | 3 |
| CIS 110 | Introduction to Computers | 3 |
| MKT 120 | Principles of Marketing | 3 |
| | Total Credits | 13 |

Business Administration - Accounting Certificate (C25120BC)

The Accounting certificate is designed to introduce students to the various aspects of Accounting used in business. Students will be provided with a fundamental knowledge of accounting in today's business sector.

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

| · · | | |
|---------|------------------------------|----|
| ACC 120 | Prin of Financial Accounting | 4 |
| BUS 121 | Business Math | 3 |
| BUS 225 | Business Finance | 3 |
| CIS 110 | Introduction to Computers | 3 |
| OST 153 | Office Finance Solutions | 3 |
| | Total Credits | 16 |

Business Administration - Entrepreneurship Certificate (C25120EC)

The Entrepreneurship certificate teaches students the skills necessary for becoming a successful self-employed business owner, including making informed decisions, innovation and creativity, funding for entrepreneurs, legal structures, small business taxes, and negotiations.

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

| | Total Credits | 12 |
|----------|---------------------------|----|
| ETR 270 | Entrepreneurship Issues | 3 |
| ETR 240* | Funding for Entrepreneurs | 3 |
| ETR 220 | Innovation and Creativity | 3 |
| BUS 139 | Entrepreneurship I | 3 |

Major Requirements

*Prerequisite is ACC 120

Business Administration - Human Resource Management Certificate (C25120CC)

The Human Resource Management certificate is designed to introduce students to the various aspects of human resource management used in business. Students will be provided with a fundamental knowledge of human resource management in today's business sector.

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

| BUS 110 | Introduction to Business | 3 |
|---------|---------------------------|----|
| BUS 137 | Principles of Management | 3 |
| BUS 153 | Human Resource Management | 3 |
| MKT 223 | Customer Service | 3 |
| | Total Credits | 12 |

Business Administration - Management/Supervision Certificate (C25120AC)

The Management/Supervision certificate is designed to introduce students to the various aspects of management/supervision used in business. Students will be provided with a fundamental knowledge of management/ supervision in today's business sector.

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

| BUS 110 | Introduction to Business | 3 |
|---------|---------------------------|----|
| BUS 115 | Business Law I | 3 |
| BUS 137 | Principles of Management | 3 |
| BUS 153 | Human Resource Management | 3 |
| | Total Credits | 12 |

Business Administration - Marketing Certificate (C25120DC)

The Marketing certificate is designed to introduce students to the various aspects of marketing used in business. Students will be provided with a fundamental knowledge of marketing in today's business sector.

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

BUS 110Introduction to Business3MKT 120Principles of Marketing3MKT 220Advertising and Sales Promotion3MKT 223Customer Service3Total Credits12

Community Spanish Interpreter Certificate (C55370CP)

The Community Spanish Interpreter certificate prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service-related areas.

| SPA 111 | Elementary Spanish I | 3 |
|---------|--------------------------|----|
| SPA 112 | Elementary Spanish II | 3 |
| SPA 141 | Culture and Civilization | 3 |
| SPA 211 | Intermediate Spanish I | 3 |
| SPA 212 | Intermediate Spanish II | 3 |
| SPA 221 | Spanish Conversation | 3 |
| | Total Credits | 18 |

Cosmetology Diploma (D55140CP & D55140AC)

The Cosmetology diploma is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction on all phases of professional imaging, hair designs, chemical processes, skin care, nail care, multicultural practices, business/computer principals, product knowledge, and other selected topics.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Cosmetology.

General Education Requirements (D55140CP)

| ENG 111 | Writing & Inquiry | 3 |
|---------|--------------------|---|
| PSY 150 | General Psychology | 3 |

-or-

General Education Requirements (D55140AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|----------------------|---|
| PSY 150 | General Psychology | 3 |

Major Requirements

| <i>,</i> , | | |
|------------|--------------------------|---|
| COS 111 | Cosmetology Concepts I | 4 |
| COS 112** | Salon I | 8 |
| COS 113 | Cosmetology Concepts II | 4 |
| COS 114 | Salon II | 8 |
| COS 115 | Cosmetology Concepts III | 4 |
| COS 116 | Salon III | 4 |
| COS 117 | Cosmetology Concepts IV | 2 |
| COS 118 | Salon IV | 7 |

Other Requirements

| ACA 122 | College Transfer Success | | 1 |
|---------|--------------------------|----------------------|----|
| | | Total Credits | 48 |

*ENG 110 is a nontransferable English course.

**COS-112 may be split into two sections at Beaufort County Community College. Students must complete both COS-112AB and COS-112BB to receive credit for COS-112.

Criminal Justice Technology Diploma (D55180CP & D55180AC)

The Criminal Justice Technology diploma is designed to introduce students to the criminal justice systems and operations to prepare them for completion of an A.A.S. degree in Criminal Justice Technology.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Criminal Justice Technology.

General Education Requirements (D55180CP)

| COM 231 | Public Speaking | 3 |
|---------|--------------------|---|
| PSY 150 | General Psychology | 3 |

-or-

General Education Requirements (D55180AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|----------------------|---|
| PSY 150 | General Psychology | 3 |

Major Requirements

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

*ENG 110 is a nontransferable English course.

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

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

This program provides the student with a better understanding of the Criminal Justice System.

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

| CJC 111 | Intro to Criminal Justice | 3 |
|---------|---------------------------|----|
| CJC 112 | Criminology | 3 |
| CJC 113 | Juvenile Justice | 3 |
| CJC 131 | Criminal Law | 3 |
| | Total Credits | 12 |

Criminal Justice Technology - Corrections Certificate (C55180CC)

The Corrections certificate provides an in-depth study of the Corrections, Probation, and Parole systems. Topics include Corrections, Substance Abuse, Organized Crime, and Correctional Law.

This program provides the student with the additional knowledge required for employment in Corrections and Probation and Parole.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Criminal Justice Technology.

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

Criminal Justice Technology - Essential Police Operations Certificate (C55180AC)

The Essential Police Operations certificate provides an in-depth study of current law enforcement operations and procedures. Topics include Law Enforcement Operations, Community Policing, Ethics and Community Relations, and Investigative Principles.

This program provides the student with the additional knowledge required for employment as a law enforcement officer or investigator.

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

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

Criminal Justice Technology - Transfer Certificate (C55180DC)

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

This program prepares the student for the continuation of a degree within criminal justice technology.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Criminal Justice Technology.

Major Requirements

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

Other Requirements

| ACA 122 | College Transfer Success | | 1 |
|---------|--------------------------|----------------------|----|
| | | Total Credits | 13 |

Early Childhood Education Certificate (C55220CP)

The Early Childhood Education certificate prepares individuals to work with children from birth through eight in diverse learning environments. Coursework includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

This program prepares individuals for entry-level employment in licensed childcare centers, regulated home day care settings, child development centers, church preschools, camps, and recreational centers.

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

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

Major Requirements

Other Requirements

| ACA 122 | College Transfer Success | 1 |
|---------|--------------------------|----|
| | Total Credits | 17 |

Electrical Engineering Technology - Applied Elec. Prin. Diploma (D40180CP & D40180AC)

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

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of residential and commercial systems.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Electrical Engineering Technology.

General Education Requirements (D40180CP)

| ENG 111 | Writing & Inquiry | 3 |
|---------|------------------------|---|
| MAT 121 | Algebra/Trigonometry I | 3 |

-or-

General Education Requirements (D40180AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|------------------------|---|
| MAT 121 | Algebra/Trigonometry I | 3 |

Major Requirements

| Residential Wiring | 4 |
|--------------------------|---|
| Commercial Wiring | 4 |
| Intro to PLC | 3 |
| Circuit Analysis I | 4 |
| Circuit Analysis I Lab | 1 |
| Electrical Machines | 3 |
| Electrical Machines II | 4 |
| Electric Power Systems | 4 |
| Analog Electronics I | 4 |
| Digital Electronics | 4 |
| Instrumentation Controls | 3 |
| Total Credits | 44 |
| | Residential WiringCommercial WiringIntro to PLCCircuit Analysis ICircuit Analysis I LabElectrical MachinesElectrical Machines IIElectric Power SystemsAnalog Electronics IDigital ElectronicsInstrumentation Controls |

*ENG 110 is a nontransferable English course.

**ELC-113 may be split into two sections at Beaufort County Community College. Students must complete both ELC-113AB and ELC-113BB to receive credit for ELC-113.

Electrical Engineering Technology-Basic Elec. Wiring Methods Certificate (C40180CP)

The Basic Electrical Wiring Methods certificate is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and industrial facilities. Training, most of which is hands-on, will include such topics as basic residential wiring practices, the National Electrical Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of electrical systems.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Electrical Engineering Technology.

| ELC 113* | Residential Wiring | 4 |
|----------|--------------------------|----|
| ELC 114 | Commercial Wiring | 4 |
| ELC 127 | Software for Technicians | 2 |
| ELC 135 | Electrical Machines | 3 |
| | Total Credits | 13 |

Major Requirements

*ELC-113 may be split into two sections at Beaufort County Community College. Students must complete both ELC-113AB and ELC-113BB to receive credit for ELC-113.

Human Services Technology Diploma (D45380CP & D45380AC)

The Human Services Technology diploma prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Human Services Technology - Transfer.

General Education Requirements (D45380CP)

| ENG 111 | Writing & Inquiry | 3 |
|---------|---------------------------|---|
| SOC 210 | Introduction to Sociology | 3 |

-or-

General Education Requirements (D45380AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|---------------------------|---|
| SOC 210 | Introduction to Sociology | 3 |

у

Major Requirements

| Introduction to Computers | 3 |
|---------------------------|--|
| Intro to Human Services | 3 |
| Group Process I | 2 |
| Counseling | 3 |
| Crisis Intervention | 3 |
| General Psychology | 3 |
| Substance Abuse Overview | 3 |
| Social Problems | 3 |
| Intro to Social Work | 3 |
| Working with Diversity | 3 |
| | Intro to Human ServicesGroup Process ICounselingCrisis InterventionGeneral PsychologySubstance Abuse OverviewSocial ProblemsIntro to Social Work |

Other Requirements

| ACA 122 | College Transfer Success | 1 | |
|---------|--------------------------|----------|--|
| | Total Cr | edits 36 | |

*ENG 110 is a nontransferable English course.

Human Services Technology – Career Entry Certificate (C45380AC)

The Human Services Technology -Career Entry certificate prepares students for entrylevel positions in institutions and agencies which provide social, community, and educational services. Students will take specific courses which prepare them for specialization in human services.

All courses in this certificate program may be applied toward completion of the Human Services Technology diploma and the Associate of Applied Science degrees in Human Services Technology – Transfer and Human Services Technology – Career Entry.

| HSE 110 | Intro to Human Services | 3 |
|---------|-----------------------------|----|
| HSE 112 | Group Process I | 2 |
| SAB 110 | Substance Abuse Overview | 3 |
| SWK 110 | Introduction to Social Work | 3 |
| SWK 113 | Working with Diversity | 3 |
| | Total Credits | 14 |

Human Services Technology - Transfer Certificate (C45380CP)

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

All courses in this certificate program may be applied toward completion of the Human Services Technology diploma and the Associate of Applied Science degrees in Human Services Technology – Transfer and Human Services Technology – Career Entry.

| HSE 110 | Intro to Human Services | 3 |
|---------|---------------------------|----|
| HSE 112 | Group Process I | 2 |
| PSY 150 | General Psychology | 3 |
| SOC 210 | Introduction to Sociology | 3 |
| SWK 113 | Working with Diversity | 3 |
| | Total Credits | 14 |

Information Technology – Cloud Computing Certificate (C25590HC)

The Cloud Computing certificate is designed for students interested in gaining knowledge in cloud storage systems. Students will be exposed to an overall understanding of cloud computing concepts and develop strong analytical skills and computer knowledge. Upon completion of this certificate, students will be able to integrate cloud computing and storage concepts, as well as qualify for employment which rely on cloud technologies to manage information.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degrees in Information Technology – Information Systems and Information Technology – Network Management.

| CIS 110 | Introduction to Computers | 3 |
|---------|----------------------------|----|
| CTI 140 | Virtualization Concepts | 3 |
| CTI 141 | Cloud & Storage Concepts | 3 |
| NET 125 | Introduction to Networks | 3 |
| NOS 110 | Operating Systems Concepts | 3 |
| NOS 230 | Windows Administration I | 3 |
| | Total Credits | 18 |

Information Technology - Computer Repair & Troubleshooting Certificate (C25590DC)

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

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

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degrees in Information Technology – Information Systems and Information Technology – Network Management.

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

Information Technology - Cybersecurity Certificate (C25590CC)

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

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Information Technology – Network Management.

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

Information Technology - Mobile App. & Web Programming Certificate (C25590FC)

The Mobile Application & Web Programming certificate is designed to prepare students with the specialized knowledge that is important in the development of web and mobile computer applications. The curriculum is structured around the development of iOS applications, Apple Applications, and HTML & CSS. The iOS applications and Apple applications use Swift Programming. HTML & CSS are two of the core technologies for building Web pages.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degrees in Information Technology – Information Systems, Information Technology – Network Management, Information Technology – Software & Web Development, and Information Technology – BSIT.

| CSC 118 | Swift Programming I | 3 |
|---------|------------------------------|----|
| CSC 218 | Swift Programming II | 3 |
| WEB 110 | Web Development Fundamentals | 3 |
| WEB 115 | Web Markup and Scripting | 3 |
| | Total Credits | 12 |

Information Technology - Networking Support Certificate (C25590AC)

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

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

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degrees in Information Technology – Information Systems and Information Technology – Network Management.

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

Information Technology - Programming Certificate (C25590GC)

The Programming certificate is designed to prepare students with specialized knowledge that is important in computer programming. The curriculum is structured around the development of C++ programming and Java programming as well as information systems concepts.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Information Technology – Software & Web Development.

| CIS 110 | Introduction to Computers | 3 |
|---------|----------------------------|----------|
| CSC 134 | C++ Programming | 3 |
| CSC 151 | JAVA Programming | 3 |
| CTS 115 | Info Sys Business Concepts | 3 |
| | Total Cr | edits 12 |

Information Technology - Transfer Certificate (C25590EC)

The Information Technology - Transfer certificate is designed for individuals interested in acquiring an introduction to the material covered in the Information Technology degree. Students gain knowledge in how technology applies to, as well as how it has shaped, business processes. Major hands-on topics include networks, security, basic web design, database structures, programming syntax, and information systems and how they apply to business processes.

Completion of this certificate provides an entry point for CCP students to earn a certificate and get exposure to the Information Technology field in the hopes that they will have an interest to continue to complete the A.A.S. degree.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degrees in Information Technology – Information Systems, Information Technology – Network Management, Information Technology – Software & Web Development, and Information Technology – BSIT.

| CIS 110 | Introduction to Computers | 3 |
|---------|-----------------------------|----|
| CTI 110 | Web, Pgm, and Db Foundation | 3 |
| CTI 120 | Network and Sec Foundation | 3 |
| CTS 115 | Info Sys Business Concepts | 3 |
| | Total Credits | 12 |

Information Technology - Web Development and Design Certificate (C25590BC)

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

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degrees in Information Technology – Information Systems and Information Technology – Software & Web Development.

| CTI 110 | Web, Pgm, and Db Foundation | 3 |
|---------|------------------------------|----|
| CSC 151 | JAVA Programming | 3 |
| WEB 110 | Web Development Fundamentals | 3 |
| WEB 115 | Web Markup and Scripting | 3 |
| | Total Credits | 12 |

Mechanical Engineering Technology - Machinist Diploma (D40320CP & D40320AC)

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

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology.

General Education Requirements (D40320CP)

| ENG 111 | Writing & Inquiry | 3 |
|---------|------------------------|---|
| MAT 121 | Algebra/Trigonometry I | 3 |

-or-

General Education Requirements (D40320AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|------------------------|---|
| MAT 121 | Algebra/Trigonometry I | 3 |

Major Requirements

| major requirements | • | |
|--------------------|----------------------------|---|
| BPR 111 | Print Reading | 2 |
| DFT 151 | CADI | 3 |
| DFT 154 | Intro Solid Modeling | 3 |
| EGR 110 | Intro to Engineering Tech | 2 |
| EGR 285 | Design Project | 2 |
| ISC 113 | Industrial Specifications | 1 |
| MAC 111** | Machining Technology I | 6 |
| MAC 178 | CNC Turning: Operator | 1 |
| MAC 179 | CNC Milling: Operator | 1 |
| MAC 234 | Adv Multi-Axis Machine | 3 |
| MAC 234A | Adv Multi-Axis Machine Lab | 1 |
| MEC 110 | Intro to CAD/CAM | 2 |
| MEC 128 | CNC Machining Processes | 4 |

Other Requirements

| ACA 111 | College Student Success | | 1 |
|---------|-------------------------|----------------------|----|
| | | Total Credits | 38 |

*ENG 110 is a nontransferable English course.

**MAC-111 may be split into two sections at Beaufort County Community College. Students must complete both MAC-111AB and MAC-111BB to receive credit for MAC-111.

Mechanical Engineering Technology - CAD Operator Certificate (C40320DC)

The CAD Operator certificate program prepares technicians to produce CAD drawings and parametric models of mechanical parts. Course work includes mechanical Computer Aided Drafting and Design, CAD/CAM operations, and parametric design. Proper drawing documentation is stressed.

Graduates should qualify for employment in areas where CAD is used in manufacturing, fabrication, research and development, and service industries requiring related skills.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology.

| BPR 111 | Print Reading | 2 |
|---------|---------------------------|----|
| CIS 110 | Introduction to Computers | 3 |
| DFT 151 | CADI | 3 |
| DFT 154 | Intro Solid Modeling | 3 |
| MEC 110 | Intro to CAD/CAM | 2 |
| | Total Credits | 13 |

Mechanical Engineering Technology - CNC Machinist Certificate (C40320FC)

The CNC Machinist certificate prepares technicians to program and operate CNC machinery. Coursework includes operation of CNC machining centers, introductory CAD/CAM, and the G&M code programming for turning, milling, and multi-axis machining processes.

Graduates should qualify for employment in areas where machining is used in manufacturing, fabrication, research and development, and service industries requiring machining skills.

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

| MAC 111* | Machining Technology I | 6 |
|----------|----------------------------|----|
| MAC 178 | CNC Turning: Operator | 1 |
| MAC 179 | CNC Milling: Operator | 1 |
| MAC 234 | Adv Multi-Axis Machine | 3 |
| MAC 234A | Adv Multi-Axis Machine Lab | 1 |
| MEC 110 | Intro to CAD/CAM | 2 |
| MEC 128 | CNC Machining Processes | 4 |
| | Total Credits | 18 |

Major Requirements

*MAC-111 may be split into two sections at Beaufort County Community College. Students must complete both MAC-111AB and MAC-111BB to receive credit for MAC-111.

Mechanical Engineering Technology - Industrial Technology Certificate (C40320CC)

The Industrial Technology certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments. Students will gain basic knowledge in blueprint reading, technical drafting, lathe and milling machine operations, materials selection, and computer aided drafting.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industries and specialty machine shops.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology.

| BPR 111 | Print Reading | 2 |
|----------|---------------------------|----|
| DFT 151 | CADI | 3 |
| HYD 110 | Hydraulics/Pneumatics I | 3 |
| ISC 113 | Industrial Specifications | 1 |
| MAC 111* | Machining Technology I | 6 |
| | Total Credits | 15 |

Major Requirements

*MAC-111 may be split into two sections at Beaufort County Community College. Students must complete both MAC-111AB and MAC-111BB to receive credit for MAC-111.

Mechanical Engineering Technology - Machinist Certificate (C40320CP)

The Machinist certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments. Students will gain basic knowledge in blueprint reading, technical drafting, lathe and milling machine operations, and precision measuring.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industries and specialty machine shops.

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

| BPR 111 | Print Reading | 2 |
|----------|---------------------------|----|
| ISC 113 | Industrial Specifications | 1 |
| MAC 111* | Machining Technology I | 6 |
| MAC 178 | CNC Turning: Operator | 1 |
| MAC 179 | CNC Milling: Operator | 1 |
| MEC 128 | CNC Machining Processes | 4 |
| | Total Credits | 15 |

Major Requirements

*MAC-111 may be split into two sections at Beaufort County Community College. Students must complete both MAC-111AB and MAC-111BB to receive credit for MAC-111.

Mechanical Engineering Technology - Machinist (Advanced) Certificate (C40320BC)

The Machinist (Advanced) certificate is designed to develop basic skills in the safe use of both conventional and computer numerically controlled machine tools.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industry and specialty machine shops.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology.

NOTE: The Machinist certificate must be completed before enrollment in the Machinist (Advanced) certificate.

| DFT 154 | Intro Solid Modeling | 3 |
|----------|----------------------------|----|
| MAC 234 | Adv Multi-Axis Machine | 3 |
| MAC 234A | Adv Multi-Axis Machine Lab | 1 |
| MEC 110 | Intro to CAD/CAM | 2 |
| MEC 128 | CNC Machining Processes | 4 |
| MEC 145 | Mfg Materials I | 3 |
| | Total Credits | 16 |

Medical Office Administration Diploma (D25310CP & D25310AC)

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

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

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

General Education Requirements (D25310CP)

| ENG 111 | Writing & Inquiry | 3 |
|---------|--------------------|---|
| PSY 150 | General Psychology | 3 |

-or-

General Education Requirements (D25310AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|----------------------|---|
| PSY 150 | General Psychology | 3 |

Major Requirements

| BUS 121 | Business Math | 3 |
|---------|---------------------------|----|
| CIS 110 | Introduction to Computers | 3 |
| OST 134 | Text Entry and Formatting | 3 |
| OST 141 | Medical Office Terms I | 3 |
| OST 142 | Medical Office Terms II | 3 |
| OST 148 | Medical Ins and Billing | 3 |
| OST 149 | Medical Legal Issues | 3 |
| OST 164 | Office Editing | 3 |
| OST 243 | Medical Office Simulation | 3 |
| OST 289 | Office Admin Capstone | 3 |
| | Total Credits | 36 |

*ENG 110 is a nontransferable English course.

Medical Office Administration - Basic Medical Office Certificate (C25310AC)

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

Graduates should qualify for employment in entry-level positions in medical and other health-care related offices.

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

| OST 134 | Text Entry and Formatting | 3 |
|---------|---------------------------|----|
| OST 141 | Medical Office Terms I | 3 |
| OST 142 | Medical Office Terms II | 3 |
| OST 148 | Medical Ins and Billing | 3 |
| OST 149 | Medical Legal Issues | 3 |
| | Total Credits | 15 |

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

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

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

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

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

Medical Office Administration - Medical Document Specialist Cert. (C25310DC)

The Medical Document Specialist certificate is designed for students interested in acquiring knowledge and skills in medical document processing. Students in this program learn proper medical document formatting and processing, grammar and sentence structure skills, and medical terminology used in the healthcare setting.

Upon completion of this certificate, students will be able to use word processing software to create and edit medical correspondence, reports, Subjective Objective Assessment Plan (SOAP) notes, and other healthcare related documents that are accurate and properly formatted for use by medical providers and professionals.

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

| OST 134 | Text Entry & Formatting | 3 |
|---------|--------------------------|----|
| OST 141 | Medical Office Terms I | 3 |
| OST 164 | Office Editing | 3 |
| OST 244 | Med. Document Processing | 3 |
| | Total Credits | 12 |

Medical Office Administration - Patient Services Representative Cert. (C25310CC)

The Patient Services Representative certificate is designed for students who would like to prepare for an entry-level patient service representative position in a medical office or hospital setting. Students in this program learn interpersonal psychology, the medical insurance and billing functions, legal and ethical issues related to healthcare, patient customer service, and medical office simulation software.

Upon completion of this certificate, students should be able to appropriate provide excellent customer service and use computer software to accurately schedule, bill, update, and make non-clinical corrections to patients records while displaying professionalism.

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

| major requiremente | | |
|--------------------|-------------------------------|----|
| OST 148 | Medical Ins and Billing | 3 |
| OST 149 | Medical Legal Issues | 3 |
| OST 243 | Med. Office Simulation | 3 |
| OST 263 | Healthcare Customer Relations | 3 |
| PSY 150 | General Psychology | 3 |
| | Total Credits | 15 |

Office Administration Diploma (D25370CP & D25370AC)

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

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

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

General Education Requirements (D25370CP)

| ENG 111 | Writing & Inquiry | 3 |
|---------|--------------------|---|
| PSY 150 | General Psychology | 3 |

-or-

General Education Requirements (D25370AC-Career Entry)

| ENG 110* | Freshman Composition | 3 |
|----------|----------------------|---|
| PSY 150 | General Psychology | 3 |

Major Requirements

| | Total Credits | 36 |
|---------|---------------------------|----|
| OST 289 | Office Admin Capstone | 3 |
| OST 164 | Office Editing | 3 |
| OST 136 | Word Processing | 3 |
| OST 134 | Text Entry and Formatting | 3 |
| MKT 223 | Customer Service | 3 |
| CIS 110 | Introduction to Computers | 3 |
| BUS 260 | Business Communication | 3 |
| BUS 137 | Principles of Management | 3 |
| BUS 121 | Business Math | 3 |
| BUS 110 | Introduction to Business | 3 |

*ENG 110 is a nontransferable English course.

Office Administration - Basic Office Skills Certificate (C25370AC)

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

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

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

| | Total Credits | 12 |
|---------|---------------------------|----|
| OST 164 | Office Editing | 3 |
| OST 136 | Word Processing | 3 |
| OST 134 | Text Entry and Formatting | 3 |
| CIS 110 | Introduction to Computers | 3 |

Office Administration – Office Finance Certificate (C25370DC)

The Office Finance certificate is designed for persons interested in acquiring knowledge and skills in office finance. Students in this program learn basic accounting skills, business mathematics concepts, spreadsheet skills and business financial functions.

Upon completion of this certificate, students will be able to perform basic financial procedures such as processing invoices, payroll, accounts payable and receivable; manage income and expenses for a business; and perform other general bookkeeping functions in an office environment.

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

| OST 153 | Office Finance Solutions Total Credits | 3 13 |
|---------|--|----------------|
| CIS 110 | Introduction to Computers | 3 |
| BUS 121 | Business Math | 3 |
| ACC 120 | Prin. of Financial Accounting | 4 |

Office Administration - Software Applications Specialist Certificate (C25370CC)

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

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

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

| | Total Credits | 12 |
|---------|------------------------------|----|
| WEB 110 | Web Development Fundamentals | 3 |
| OST 153 | Office Finance Solutions | 3 |
| OST 136 | Word Processing | 3 |
| CIS 110 | Introduction to Computers | 3 |

Office Administration - Word Processing Specialist Certificate (C25370BC)

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

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

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

| OST 134 | Text Entry and Formatting | 3 |
|---------|---------------------------|----|
| OST 136 | Word Processing | 3 |
| OST 164 | Office Editing | 3 |
| OST 236 | Adv Word Processing | 3 |
| | Total Credits | 12 |

Welding Technology Certificate (C50420CP)

The Welding Technology certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate-welding processes in Stick, MIG, and TIG welding applications.

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

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

Major Requirements

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

*WLD-115 may be split into two sections at Beaufort County Community College. Students must complete both WLD-115AB and WLD-115BB to receive credit for WLD-115.

**WLD-131 may be split into two sections at Beaufort County Community College. Students must complete both WLD-131AB and WLD-131BB to receive credit for WLD-131.

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

The Basic MIG/TIG (Plate) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes and plate welding processes in MIG and TIG welding applications.

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

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

Major Requirements

| ISC 121 | Environmental Health & Safety | 3 |
|----------|-------------------------------|----|
| WLD 110 | Cutting Processes | 2 |
| WLD 121 | GMAW (MIG) FCAW/Plate | 4 |
| WLD 131* | GTAW (TIG) Plate | 4 |
| WLD 141 | Symbols & Specifications | 3 |
| | Total Credits | 16 |

*WLD-131 may be split into two sections at Beaufort County Community College. Students must complete both WLD-131AB and WLD-131BB to receive credit for WLD-131.

Welding Technology - Basic Pipe Certificate (C50420CC)

The Basic Pipe certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn plate and pipe welding processes in Stick (SMAW) and TIG (GTAW) welding applications.

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

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

Major Requirements

| | Total Credits | 16 |
|------------|-------------------------|----|
| WLD 132 | GTAW (TIG) Plate/Pipe | 3 |
| WLD 131*** | GTAW (TIG) Plate | 4 |
| WLD 116** | SMAW (Stick) Plate/Pipe | 4 |
| WLD 115* | SMAW (Stick) Plate | 5 |

*WLD-115 may be split into two sections at Beaufort County Community College. Students must complete both WLD-115AB and WLD-115BB to receive credit for WLD-115.

**WLD-116 may be split into two sections at Beaufort County Community College. Students must complete both WLD-116AB and WLD-116BB to receive credit for WLD-116.

***WLD-131 may be split into two sections at Beaufort County Community College. Students must complete both WLD-131AB and WLD-131BB to receive credit for WLD-131.

Welding Technology - Basic Stick and MIG Certificate (C50420DC)

The Basic Stick and MIG certificate provides students with a basic knowledge and skill of standard welding procedures. Coursework will include basic cutting processes, Stick (SMAW) welding on both plate and pipe, and MIG welding on plate.

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

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

Major Requirements

| ISC 121 | Environmental Health & Safety | 3 |
|-----------|-------------------------------|----|
| WLD 110 | Cutting Processes | 2 |
| WLD 115* | SMAW (Stick) Plate | 5 |
| WLD 116** | SMAW (Stick) Plate/Pipe | 4 |
| WLD 121 | GMAW (MIG) FCAW/Plate | 4 |
| | Total Credits | 18 |

*WLD-115 may be split into two sections at Beaufort County Community College. Students must complete both WLD-115AB and WLD-115BB to receive credit for WLD-115.

**WLD-116 may be split into two sections at Beaufort County Community College. Students must complete both WLD-116AB and WLD-116BB to receive credit for WLD-116.

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

The GTAW TIG (Plate/Pipe) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn plate and pipe welding processes in TIG (GTAW) welding applications. They will also study symbols and specifications, and basic fabrication techniques.

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

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

Major Requirements

| ISC 121 | Environmental Health & Safety | 3 |
|----------|-------------------------------|----|
| WLD 131* | GTAW (TIG) Plate | 4 |
| WLD 132 | GTAW (TIG) Plate/Pipe | 3 |
| WLD 141 | Symbols & Specifications | 3 |
| WLD 151 | Fabrication I | 4 |
| | Total Credits | 17 |

*WLD-131 may be split into two sections at Beaufort County Community College. Students must complete both WLD-131AB and WLD-131BB to receive credit for WLD-131.

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

The SMAW (Stick Plate/Pipe) certificate provides students with a basic knowledge and skill of standard welding procedures. Students will learn basic cutting processes, plate, and pipe welding processes in Stick (SMAW) welding applications and beginning fabrication techniques.

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

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

Major Requirements

| ISC 121 | Environmental Health & Safety | 3 |
|-----------|-------------------------------|----|
| WLD 110 | Cutting Processes | 2 |
| WLD 115* | SMAW (Stick) Plate | 5 |
| WLD 116** | SMAW (Stick) Plate/Pipe | 4 |
| WLD 151 | Fabrication I | 4 |
| | Total Credits | 18 |

*WLD-115 may be split into two sections at Beaufort County Community College. Students must complete both WLD-115AB and WLD-115BB to receive credit for WLD-115.

**WLD-116 may be split into two sections at Beaufort County Community College. Students must complete both WLD-116AB and WLD-116BB to receive credit for WLD-116.