

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
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*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
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*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)
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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
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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
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*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

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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

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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.