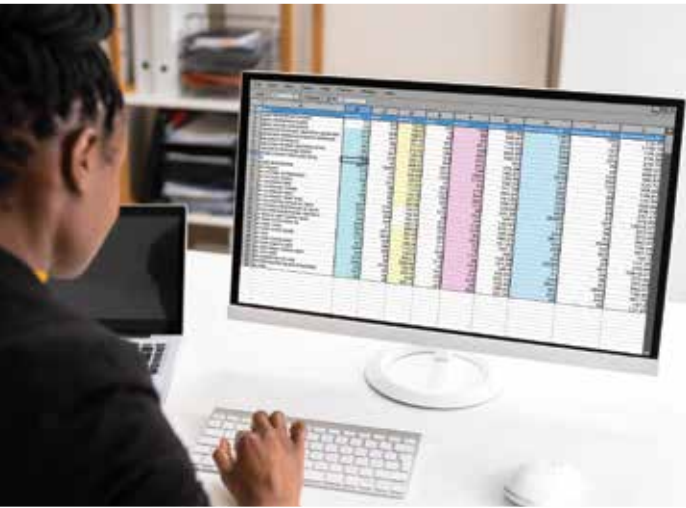


# 2021-2022 BUSINESS TECHNOLOGIES



## Set Up Your "ACCess" Account

"ACCess" account gives you access to:

- Self Service
- Email including official ACC messages
- Moodle

(Once your "ACCess" account is activated, logins and passwords will be synchronized for each of these tools.)

## How to Activate Your "ACCess" Account

**NOTE: You will need your 7-digit student ID number to activate your account.**

1. Go to **www.alamancecc.edu**
2. Click on "**Self Service**" link under the "QUICK LINKS" tab at the top of the home page.
3. Click on "**Password Reset.**"
4. Complete the necessary fields for account set-up.
5. **Write down your ACCess User ID.** This is sometimes referred to as your Username. This will be your first and middle initial, last name, and last three digits of your student ID number. (Ex: jfsmith123).

**Your "ACCess" setup is complete and you are now ready to access Self Service, ACCess Email and Moodle accounts.**

## Forgot Your Password?

If you forget your password, you may go to **https://guardian.alamancecc.edu**. Follow the online instructions to change your password. This will change your password for Self Service, ACCess Email, and Moodle.

## Accessing Self Service

1. Go to ACC's home page and click on the "**QUICK LINKS**" tab at the top of the page.
2. Click the "**Self Service**" link.
3. Click the "**LOG IN**" tab at the top of the page.
4. Enter your **ACCess USER ID/USERNAME** (Ex: jfsmith123) and the **PASSWORD** you created in the steps above.
5. Click "**SIGN IN.**"
5. Once you are logged in, click the "Students" tab on the right to access your student information.

## Accessing ACCess Email

1. Go to ACC's home page and click on the "**QUICK LINKS**" tab at the top of the page.
2. Click the "**Email**" link.
3. Click the "**ACCess (Google Apps)**" link.
4. Enter your **ACCess USER ID/USERNAME** (Ex: jfsmith123) and the **PASSWORD** you created in the steps above.
5. Click "**NEXT.**"

## Accessing Moodle

**NOTE: You will not be able to access your online classes on Moodle until the first day of the semester.**

1. Go to **ACC's home page** and click on the "**QUICK LINKS**" tab at the top of the page.
2. Click the "**Moodle**" link.
3. Click the "**Log in**" link near the middle of the page.
4. Enter your **ACCess USER ID/USERNAME** (Ex: jfsmith123) and the **PASSWORD** you created in the steps above.
5. Click "**LOGIN.**"

# TABLE OF CONTENTS

<b>Am I College Ready?</b> .....	<b>4</b>
<b>FAQs for Business Technologies Students</b> .....	<b>5</b>
<b>Special Programs at ACC</b> .....	<b>8</b>
2Plus Agreement with UNC Greensboro .....	8
Bilateral Agreement with N.C. A&T University .....	8
Bilateral Agreement with North Carolina Central University .....	9
Transfer Counselors .....	9
<b>Program Employment Information</b> .....	<b>10</b>
<b>Accounting and Finance Programs of Study Checklists</b> .....	<b>11</b>
Accounting and Finance A.A.S. Degree .....	11
Applied Accounting and Finance Diploma .....	13
Certificates .....	13-14
<b>Business Administration Programs of Study Checklists</b> .....	<b>15</b>
Business Admin.–General Business Concentration A.A.S. Degree .....	15
Business Admin.–Human Resources Management Concentration A.A.S. Degree ...	16
Business Admin.–Marketing Concentration A.A.S. Degree .....	18
Business Administration Diploma .....	19
Certificates .....	19-21
<b>Medical Office Administration Programs of Study Checklists</b> .....	<b>22</b>
Medical Office Administration A.A.S. Degree .....	22
Medical Office Administration–Medical Auditor Concentration A.A.S. Degree .....	23
Medical Auditor Diploma .....	24
Certificates .....	25
<b>Office Administration Programs of Study Checklists</b> .....	<b>26</b>
Office Administration A.A.S. Degree .....	26
Office Administration–Legal Concentration A.A.S. Degree .....	27
Office Administration Diploma .....	28
Certificates .....	29
<b>Information Technology Programs of Study Checklists</b> .....	<b>30</b>
<b>IT–Business Support Concentration A.A.S. Degree</b> .....	<b>30</b>
IT Business Support Diploma .....	31
Certificates .....	31
<b>IT–Computer Programming and Development Concentration A.A.S. Degree</b> ....	<b>33</b>
Computer Programming and Development Diploma .....	34
Certificate .....	35
<b>IT–Software and Web Development Concentration A.A.S. Degree</b> .....	<b>36</b>
Software and Web Development Diploma .....	37
Certificate .....	38
<b>IT–Systems Security (Cybersecurity) Concentration A.A.S. Degree</b> .....	<b>38</b>
Systems Security (Cybersecurity) Diploma.....	40
Certificates .....	41
<b>Business Technologies Faculty</b> .....	<b>42</b>
<b>Campus Resources</b> .....	<b>43</b>

Alamance Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Applied Science, the Associate in Arts, the Associate in Arts Teacher Preparation, the Associate in Engineering, the Associate in Fine Arts–Music, the Associate in Fine Arts–Visual Arts, the Associate in Science, and the Associate in Science Teacher Preparation. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Alamance Community College.

# AM I COLLEGE READY?

**Students may enroll in any course they choose WITHOUT a co-requisite if they meet one of the following measures:**

## **Unweighted High School GPA is 2.8**

- within 10 years
- U.S. high school

## **Standardized Test Scores**

- ACT English = 18 **or** Reading = 22
- ACT Math = 22
- SAT Math  $\geq 500$  (before 3/2016)
- SAT Math  $\geq 530$  (after 3/2016)
- SAT English  $\geq 500$  Reading **or** Writing (before 3/2016)
- SAT English  $\geq 530$  Reading and Writing (after 3/2016)

## **GED $\geq 170$ on ALL tests**

## **HiSET $\geq 15$ on ALL subject tests with $\geq 4$ on the essay**

## **U.S. associate's or bachelor's degree**

These scores will be used to assist your advisor in registering you for the correct courses.

## **How is college different from high school?**

- Most instructors don't accept late assignments.
- There may be no make-ups on quizzes or exams.
- If you miss class, it is your personal responsibility to find out what you missed.
- In many cases, there is no extra credit or homework grade to inflate your final average.
- Homework is done outside of class.
- You will be withdrawn from class if you exceed the attendance policy.

# FAQs for BUSINESS TECHNOLOGIES STUDENTS

## What is an A.A.S. degree program?

The A.A.S. (Associate in Applied Science) degree program is a set of courses that have been designed around NC Community College standards and employer feedback for each program of study. The set of courses that must be completed will depend on your overall program of study and can be referenced in the *Alamance Community College Catalog*. A.A.S. degrees are designed to provide students with a pathway towards employment in their field of study.

## What do I need to do to earn an A.A.S. degree?

In order to earn an A.A.S. degree, students must complete all courses required for their program of study highlighted in the *Alamance Community College Catalog* and maintain an overall program GPA of 2.0 or higher.

## What is an advisor and how do I get one?

Upon admission to the program, the Student Development office will assign a faculty member to serve as your personal advisor or you may request a particular instructor as an advisor. Your advisor will assist you in selecting courses appropriate to your areas of interest and provide a sense of continuity during your time here. You are required to meet with your advisor each semester prior to registration in order to complete a plan of study.

## What is the difference between a certificate, diploma, and A.A.S. degree?

One of the biggest differences between a certificate, diploma, and degree is the number of courses that are required and therefore the time it takes to earn them. A degree takes the longest to complete. Certificate programs can be completed usually through a couple of semesters, and some can be earned along with a degree program. Diploma programs offer a more in-depth curriculum than a certificate, but are more like a certificate than a degree.

## If I work, should I try to take fewer hours?

Yes, so you have time and energy to do well in your classes. If you work or if you have time-intensive family commitments, you will have less time available for classes, studying, and homework assignments. See the chart at left for recommendations of course loads for working students.

Hours Worked/Week	Credit Hours You Should Take
10	12-16
20	10-12
30	7-9
40	3-6

## How many credit hours are necessary to be considered a full-time student?

Twelve semester hours is considered full-time for purposes of insurance, veteran's benefits, and financial aid. Check with Financial Aid to confirm your status.

## How do I drop a class?

Students wishing to drop a class should talk with Financial Aid and their program advisor before dropping a course. If the student has met with Financial Aid and their advisor and wishes to drop a course, they should obtain a “Drop From” from the Admissions/Records desk in Student Success, first floor of the Wallace W. Gee building on the Carrington-Scott campus. Students must have their instructor(s) sign the drop form and record the appropriate grade. Return the drop form to the Admissions/Records desk. Failure to follow this procedure may result in a grade of “F” for courses that the student stops attending. It is the student’s responsibility to ensure the drop form is completed and returned to the Student Success office.

**IMPORTANT NOTE:** To continue to receive financial aid, you must maintain a minimum completion rate of 67%. Each time you drop a course, your completion rate goes down. Once you have fallen below 67%, you may no longer be able to receive aid. Please check with the Financial Aid office BEFORE you drop your course to learn how it will affect your completion rate. You may also owe tuition repayment for the course you dropped if it was paid for by financial aid.

## How do I change my program of study?

It is important that you meet with an advisor before changing your program/curriculum. This will help ensure you are changing to the program that aligns with your educational and career goals.

Once you have identified the appropriate program, complete a Change of Student Information form which can be obtained from an advisor or by visiting the first floor of the Wallace W. Gee building.

## How do I get special accommodations for my disability?

Students with special needs related to handicapping conditions should contact the Student Success office to obtain information on available services. Some of the services available are counseling, instructional accommodations, interpreting services, referral to other agencies, career development, educational assessment/placement, tutorial assistance, test accommodations, tape recorders, special chairs, and special computer monitors. Information regarding disability documentation can be accessed on ACC’s website under “Services for Students.” Documentation of student needs must be provided to Monica Isbell, Disability Services Coordinator, in order for accommodations to be provided. The Disability Services Office is located in the Student Success Center, Room 233. The coordinator can be reached by phone at **336-506-4130** or email: **monica.isbell@alamancecc.edu**.



## What is the Work-Based Learning program?

Work-Based Learning is an educational program developed by a work-based arrangement between the College and employers in the community for the purpose of providing students with their major objective of alternating academic and vocational instruction with entry-level employment in any occupation field. The students' total experience is planning, coordinated, and supervised by the College and the employer.

Work-based learning improves the educational program by taking advantage of the available industrial expertise, up-to-date equipment, and permits the College to offer a wider range of programs that meet community, industrial, and student needs.

If you are interested in Work-Based Learning opportunities please see a program advisor for additional information and requirements.

## If I have a financial hardship, what resources exist at ACC?

- The ACC Foundation helps students who do not qualify for Federal Pell Grant assistance, but who would still struggle to pay for tuition, books and success. In most cases, the Foundation requires students to have a GPA of 2.5 and to be making reasonable progress toward a degree.

More information about the Foundation aid or scholarship applications can be found in the Financial Aid office on the first floor of the Wallace W. Gee building on the Carrington-Scott campus.

- Single Stop, based in the Student Success Center at the College, is a multi-layered service that helps students overcome personal and financial obstacles so they can stay in school and graduate to improve their futures. All services are free for the College's students and family members who qualify.

## If I complete an A.A.S. degree, can I transfer to a 4-year university?

Alamance Community College has special articulation agreements with University of North Carolina at Greensboro, N.C. A&T State University, and North Carolina Central University where students in some programs of study may be able to apply through the 4-year institution and transfer with an A.A.S. degree. Students should see a program advisor if they are interested in transfer to better understand the opportunities and requirements in their specified program of study.

## I am planning to graduate. What do I do first?

1. Prospective curriculum graduates must submit the Application for Graduation form. The form can be submitted electronically through the student's Self Service account (Application for Graduation under the Academic Planning Section) or can be submitted at the Student Success Office located on the first floor of the Gee Building. This form must be submitted in order to graduate; graduation is not an automatic process.
2. Take the completed form to the Admissions Office and pay the appropriate graduation fee at the Cashier's Office, located on the first floor of the Wallace W. Gee building. The graduation fee includes the processing cost of one (1) degree, one (1) degree cover, and the cost of the cap and gown. There is a \$6.00 charge for each additional degree ordered. Payment cannot be made online at this time.



## How do I qualify for financial aid?

We recommend that all students fill out the application for financial aid as soon as they receive their letter of acceptance into a program. The financial aid office is on the first floor of the Gee Building in the Student Development suite, room G 118. To schedule an appointment, call 506-4109. For additional information, go to the website, College Foundation of North Carolina, [www.cfnc.org](http://www.cfnc.org) for information about financial aid or visit the Alamance Community College website at [www.alamancecc.edu](http://www.alamancecc.edu).

# SPECIAL PROGRAMS AT ACC

Available through the Business, Arts and Sciences Division



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

## 2Plus Agreement with UNC Greensboro

The 2Plus Program at the University of North Carolina at Greensboro (UNCG) allows students with certain degrees in the Associate of Applied Science (AAS) or the Associate Degree in Nursing (ADN) from North Carolina community colleges to transfer to the university with advanced standing. Not all AAS degrees qualify for the 2Plus program.

The 2Plus Program at UNCG allows community college graduates who hold the Associate of Applied Science (AAS) degree in Business Administration, Real Estate, Office Systems Technology, Computer Information Technology, Computer Programming, or Accounting to pursue any degree in the Bryan School of Business and Economics except the Consumer Apparel and Retail Studies major and the Sustainable Tourism and Hospitality major.

Students qualified for the 2Plus program receive transfer credit based on the articulation agreements created by their academic department. Credit for transfer courses and technical courses are processed by the transfer articulation specialists in the Admissions Office at UNCG. Not all courses from the AAS or ADN degrees will transfer. Students applying under the 2Plus program are admitted directly to their individual majors and not to the university as a whole. Students are only eligible to change their majors within the limitations of the 2Plus agreement. Students seeking majors outside of their 2Plus agreement will be required to submit a high school transcript and be evaluated as a traditional transfer student. These students will also lose any 2Plus credits previously awarded and could be subject to changes in financial aid, academic standing, and graduation timeline. All major changes must be approved through the 2Plus coordinator within UNCG's Undergraduate Admissions Office.



North Carolina  
Agricultural and Technical  
State University

*"Your college journey continues at North Carolina A&T... Whether you have an associate's degree or a few semesters of credit under your belt, there is a place for you in our diverse and welcoming Aggie community."*

—**JAMEIA TENNIE**  
N.C. A&T Admissions

## Bilateral Agreement with N.C. A&T State University

ACC has an articulation agreement with the School of Technology of N.C. A&T State University to facilitate the transfer of students graduating from ACC into the Applied Engineering Technology, Electronics Technology, and Graphic Communication Systems degree programs at N.C. A&T. To be eligible for inclusion in this Articulation agreement, ACC students must complete the Associated in Applied Science (A.A.S.) degree. ACC students who transfer prior to completing all A.A.S. degree requirements will have their coursework evaluated on a course-by-course basis.

A graduate of ACC with an A.A.S. degree in Computer Information Technology with at least a cumulative grade point average (GPA) of 2.5 based on a 4.0 scale will be admitted to N.C. A&T provided all other conditions are satisfied.



## Bilateral Agreement with North Carolina Central University

In 2017, Alamance Community College and North Carolina Central University (NCCU) launched “Eagle ACCess,” a bilateral partnership agreement that makes transfer more seamless and provides ACC graduates with more options. The partnership establishes eight associate and bachelor-degree programs between ACC and NCCU, including several hybrid courses that are offered both on campus or online.

It includes the following Associate of Applied Science (AAS) and Bachelor of Science (BS), Bachelor of Arts (BA) and Bachelor of Business Administration (BBA) degree offerings as part of the transfer articulation agreement:

- AAS in Biotechnology to BS in Pharmaceutical Sciences
- AAS in Information Technology to BS in Computer Science and Business
- AAS in Accounting to BBA in Accounting
- AAS in Business (Marketing Concentration) to BBA in Business Administration with Concentration in Marketing
- AAS in Business Administration to BBA in Business Administration with a Concentration in Management
- AAS in Culinary Arts to BS in Hospitality and Tourism Administration
- AAS in Early Childhood Education to BS in Early Childhood Education
- AAS in Early Childhood Education to BS in Child Development and Family Relations



**NORTH  
CAROLINA  
CENTRAL  
UNIVERSITY**  
FOUNDED 1910

# TRANSFER COUNSELORS

## North Carolina A&T State University

**CHANEL QUICK**  
*Transfer Recruitment Specialist*  
Greensboro, NC 27411  
336-285-4120  
Fax: 336-334-7478  
cquick@ncat.edu

## North Carolina Central University

**DENETTIA SHAW**  
*Director of Transfer Services*  
106 Lee Biology Building  
Durham, NC 27707-3198  
919-530-6687  
Fax: 919-530-5550  
dshaw9@ncu.edu

## UNC Greensboro

**ANDRE HILL**  
*Senior Assistant Director of  
Admissions, 2Plus/A.A.S.*  
P.O. Box 26170  
Greensboro, NC 27402  
336-334-4181  
Fax: 336-334-5706  
arhill@uncg.edu

## UNC Greensboro Counselor Available at ACC

**MELISSA GARRISON**  
*Admissions Counselor,  
Transfer Specialist*  
*Office of Undergraduate Admissions*  
P.O. Box 26170  
Greensboro, NC 27402  
336-256-0465  
mpgarris@uncg.edu  
mpgarrison294@access.alamancecc.edu

## Did You Know?

**There is an UNCG  
Counselor available  
on campus?**

Melissa Garrison is available in the Student Success Center on Tuesdays and Wednesdays, from 11 a.m. to 1 p.m. Contact her for questions you may have about transferring to UNC Greensboro.

# PROGRAM EMPLOYMENT INFORMATION

## Accounting and Finance

### Career Opportunities

- Accountant, bookkeeper, payroll clerk
- Accounts payable/receivable clerk
- Bank teller
- Tax preparer

### Salary Information

- Entry-level range:  
\$24,000–\$28,000/year
- With five years' experience:  
\$28,000–\$35,000/year

## Business Administration

### Career Opportunities

- Administrative support
- Manager trainee
- Operations manager
- Customer service/ sales representative
- Marketing assistant
- Human resources associate
- Entrepreneur

### Salary Information

- Entry-level range:  
\$18,000–\$36,000/year
- With five years' experience:  
\$24,000–\$45,000/year

## Medical Office Administration

### Career Opportunities

Become a healthcare professional working in hospitals, physician offices, clinics, central building offices and other health-care facilities

### Salary Information

(provided by payscale.com)

- Medical Biller: \$12-\$20/hr.
- Medical Coder: \$15-\$25/hr.
- Medical Office: \$10-\$16.75/hr.

## Medical Auditor

### Career Opportunities

Medical Auditor position in hospitals, physician offices, insurance companies, and other healthcare facilities

### Salary Information

- Entry-level range: \$15.38-\$30.84/hr.
- Experienced range:  
\$20.98-\$34.65/hr.

## Office Administration

### Career Opportunities

- Entry level position: office assistant/ administrative support
- Experienced: office manager
- Legal option: administrative support in legal/law office; city, state, and federal government/court systems

### Salary Information

(provided by payscale.com)

- Office Support Specialist:  
\$11-\$22/hr.
- Legal Receptionist: \$10-\$17/hr.
- Office Manager:  
\$27,900-\$61,700/year

## Information Technology

### Career Opportunities

- Help Desk Analyst
- IT Support Specialist
- Network Manager/Operator/Analyst/ Technician
- Security Analyst
- Computer Programmer
- Software Engineer
- Web Designer/Developer

### Salary Information

- Entry-level range:  
\$45,600–\$50,900/year
- With five years' experience:  
\$47,400–\$52,000/year

# ACCOUNTING and FINANCE

## Programs of Study Checklists

### Accounting and Finance A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Accounting and Finance at Alamance Community College, students must earn 68-71 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 114 Professional Research and Reporting	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
ART 111 Art Appreciation	3	
HUM 115 Critical Thinking	3	
HUM 122 Southern Culture	3	
HUM 150 American Women Studies	3	
MUS 110 Music Appreciation	3	
PHI 240 Introduction to Ethics	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
ECO 251 Principles of Microeconomics	3	
ECO 252 Principles of Macroeconomics	3	
<b>MATHEMATICS (3-4 semester hours required)</b>		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Pre-calculus Algebra	4	
<b>MAJOR REQUIREMENTS (20 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
ACC 121 Principles of Managerial Accounting	4	
BUS 115 Business Law I	3	
BUS 225 Business Finance	3	
CIS 110 Introduction to Computers	3	
CTS 130 Spreadsheets	3	
<b>CONCENTRATION REQUIREMENTS (9 semester hours required)</b>		
ACC 129 Individual Income Taxes	3	
ACC 140 Payroll Accounting	2	
ACC 220 Intermediate Accounting I	4	

**Courses may have required prerequisites or corequisites. Refer to the current Alamance Community College Catalog for a complete list of course requisite requirements.**

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>OTHER MAJOR REQUIREMENTS (18 semester hours required)</b>		
ACC 122 Principles of Financial Accounting II	3	
ACC 130 Business Income Taxes	3	
ACC 150 Accounting Software Applications	2	
ACC 221 Intermediate Accounting II	4	
ACC 225 Cost Accounting	3	
ACC 269 Audit & Assurance Services	3	
<b>MAJOR ELECTIVES (2 semester hours required)</b>		
ACC 152 Advanced Software Applications	2	
ACC 180 Practices in Bookkeeping	3	
DBA 110 Database Concepts	3	
<b>WORK-BASED LEARNING (2 semester hours required)</b>		
ACC 227 Practices in Accounting	3	
WBL 111/WBL 115 Work-Based Learning I and Seminar	2	
<b>OTHER REQUIREMENTS (2 semester hours required)</b>		
ACA 111 College Student Success	1	
WBL 110 World of Work	1	
<b>TOTAL HOURS</b>	<b>68-71</b>	

**Amy Stefan**  
**Accountant**  
**Class of 2015, A.A.S. Accounting**

“I was a non-traditional student. I worked as a programmer for many years and then took time off to raise my kids. When it was time to go back to work, I chose Accounting because it is something that I was always passionate about.

The instructors at ACC always challenged me and inspired me to continue my education. I went from ‘looking for a job’ to building a career.”



**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## Applied Accounting and Finance Diploma

In order to complete the Applied Accounting and Finance Diploma at Alamance Community College, students must earn 38 credit hours of college credit in the categories listed in the table. The program combines seated, hybrid, and online course options.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (3-4 semester hours required)</b>		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Pre-calculus Algebra	4	
<b>MAJOR REQUIREMENTS (32 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
ACC 121 Principles of Managerial Accounting	4	
ACC 129 Individual Income Taxes	3	
ACC 140 Payroll Accounting	2	
ACC 150 Accounting Software Applications	2	
ACC 152 Advanced Software Applications	2	
ACC 180 Practices in Bookkeeping	3	
BUS 115 Business Law I	3	
BUS 225 Business Finance	3	
CIS 110 Introduction to Computers	3	
CTS 130 Spreadsheets	3	
<b>TOTAL HOURS</b>	<b>38</b>	

## Accounting and Finance Certificate

Upon completion of this certificate students should be able to perform basic accounting duties such as accounts receivable and accounts payable. They have learned basic accounting fundamentals and are ready for an entry level clerk position. Credit earned in this certificate may be transferred towards an Accounting and Finance A.A.S. degree.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
ACC 120 Principles of Financial Accounting	4	
ACC 121 Principles of Managerial Accounting	4	
ACC 122 Principles of Financial Accounting II	3	
CIS 110 Introduction to Computers	3	
<b>TOTAL HOURS</b>	<b>14</b>	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

### **Income Tax Certificate**

Students completing the income tax certificate should be able to complete basic tax returns for individuals and sole proprietors, perform basic payroll functions and complete payroll tax forms. Students learn individual tax and are introduced to basic partnership and corporate tax. They learn payroll calculation and required payroll tax reporting. Credit earned in this certificate may be transferred towards an Accounting and Finance A.A.S. degree.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
ACC 120 Principles of Financial Accounting	4	
ACC 122 Principles of Financial Accounting II	3	
ACC 129 Individual Income Taxes	3	
ACC 130 Business Income Taxes	3	
ACC 140 Payroll Accounting	2	
<b>TOTAL HOURS</b>	<b>15</b>	

### **Accounting Software Applications Certificate**

Upon completion students should be ready to sit for QuickBooks Desktop certification through Intuit. They can perform basic bookkeeping in QuickBooks. They are exposed to all aspects of QuickBooks software, from invoicing customers to tracking and paying bills. They are introduced to asset tracking and payroll through the QuickBooks software. Credit earned in this certificate may be transferred towards an Accounting and Finance A.A.S. degree.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
ACC 120 Principles of Financial Accounting	4	
ACC 150 Accounting Software Applications	2	
ACC 152 Advanced Software Applications	2	
CIS 110 Introduction to Computers	3	
CTS 130 Spreadsheets	3	
<b>TOTAL HOURS</b>	<b>14</b>	

# BUSINESS ADMINISTRATION

## Programs of Study Checklists

### Business Administration—General Business Concentration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Business Administration—General Business Concentration at Alamance Community College, students must earn 66-67 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 114 Professional Research and Reporting	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
ECO 252 Principles of Macroeconomics	3	
<b>MATHEMATICS (3-4 Semester hours required)</b>		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Pre-calculus Algebra	4	
<b>TECHNICAL CORE REQUIREMENTS (22 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
BUS 110 Introduction to Business	3	
BUS 115 Business Law I	3	
BUS 137 Principles of Management	3	
CIS 110 Introduction to Computers	3	
ECO 251 Principle of Microeconomics	3	
MKT 120 Principles of Marketing	3	
<b>MAJOR REQUIREMENTS (22 semester hours required)</b>		
ACC 121 Principles of Managerial Accounting	4	
BUS 153 Human Resource Management	3	
BUS 225 Business Finance	3	
BUS 240 Business Ethics	3	
BUS 255 Organizational Behavior or BUS 261 Diversity in Management	3	
CTS 130 Spreadsheets	3	
INT 110 International Business	3	

**Courses may have required prerequisites or corequisites. Refer to the current Alamance Community College Catalog for a complete list of course requisite requirements.**

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>MAJOR ELECTIVES (3 semester hours required)</b>		
ACC 122 Principles of Financial Accounting II	3	
BUS 135 Principles of Supervision	3	
BUS 139 Entrepreneurship I	3	
<b>WORK-BASED LEARNING (2 semester hours required)</b>		
BUS 239 Business Applications Seminar	2	
WBL 111/WBL 115 Work-Based Learning I and Seminar	2	
<b>OTHER REQUIREMENTS (2 semester hours required)</b>		
ACA 111 College Student Success	1	
WBL 110 World of Work	1	
<b>TOTAL HOURS</b>	<b>66-67</b>	

## **Business Administration–Human Resources Management Concentration A.A.S. Degree**

In order to complete the Associate in Applied Science Degree in Business Administration–Human Resources Management Concentration at Alamance Community College, students must earn 67-68 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 114 Professional Research and Reporting	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
ECO 252 Principles of Macroeconomics	3	
<b>MATHEMATICS (3-4 Semester hours required)</b>		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Pre-calculus Algebra	4	
<b>TECHNICAL CORE REQUIREMENTS (22 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
BUS 110 Introduction to Business	3	
BUS 115 Business Law I	3	
BUS 137 Principles of Management	3	
CIS 110 Introduction to Computers	3	
ECO 251 Principle of Microeconomics	3	
MKT 120 Principles of Marketing	3	



**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>MAJOR REQUIREMENTS (25 semester hours required)</b>		
ACC 121 Principles of Managerial Accounting	4	
BUS 153 Human Resource Management	3	
BUS 217 Employment Law and Regulations	3	
BUS 234 Training and Development	3	
BUS 256 Recruitment, Selection, and Personnel Planning	3	
BUS 258 Compensation and Benefits	3	
BUS 240 Business Ethics	3	
BUS 259 Human Relationship Management Applications	3	
<b>MAJOR ELECTIVES (3 semester hours required)</b>		
ACC 122 Principles of Financial Accounting II	3	
BUS 135 Principles of Supervision	3	
<b>OTHER REQUIREMENTS (2 semester hours required)</b>		
ACA 111 College Student Success	1	
WBL 110 World of Work	1	
<b>TOTAL HOURS</b>	<b>67-68</b>	



**Kimberly Johnson**  
**Entrepreneur**  
**Class of 2018,**  
**A.A.S. Business Administration**

“I was planning on taking over my dad’s company. Toward the beginning of my first semester, an instructor introduced me to the CEO Initiative competition, which awarded me money to start my own Mobile Ninja Warrior business.

Without the help that ACC offers, you will be woefully unprepared to start your own business. If it wasn’t for the foundation I built at ACC, I know I would have failed. Everyone needs a foundation like that.”

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## **Business Administration—Marketing Concentration A.A.S. Degree**

In order to complete the Associate in Applied Science Degree in Business Administration—Marketing Concentration at Alamance Community College, students must earn 68-69 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 114 Professional Research and Reporting	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
ECO 252 Principles of Macroeconomics	3	
<b>MATHEMATICS (3-4 semester hours required)</b>		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Pre-calculus Algebra	4	
<b>TECHNICAL CORE REQUIREMENTS (22 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
BUS 110 Introduction to Business	3	
BUS 115 Business Law I	3	
BUS 137 Principles of Management	3	
CIS 110 Introduction to Computers	3	
ECO 251 Principle of Microeconomics	3	
MKT 120 Principles of Marketing	3	
<b>MAJOR REQUIREMENTS (26 semester hours required)</b>		
ACC 121 Principles of Managerial Accounting	4	
BUS 240 Business Ethics	3	
INT 110 International Business	3	
MKT 220 Advertising and Sales Promotion	3	
MKT 223 Customer Service	3	
MKT 225 Marketing Research	3	
MKT 227 Marketing Applications	3	
MKT 232 Social Media Marketing	4	
<b>MAJOR ELECTIVES (3 semester hours required)</b>		
ACC 122 Principles of Financial Accounting II	3	
BUS 135 Principles of Supervision	3	
BUS 139 Entrepreneurship I	3	
<b>OTHER REQUIREMENTS (2 semester hours required)</b>		
ACA 111 College Student Success	1	
WBL 110 World of Work	1	
<b>TOTAL HOURS</b>	<b>68-69</b>	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## Business Administration Diploma

In order to complete Business Administration Diploma at Alamance Community College, students must earn 40-41 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (3-4 semester hours required)</b>		
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods I	4	
MAT 171 Pre-calculus Algebra	4	
<b>MAJOR REQUIREMENTS (34 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
BUS 110 Introduction to Business	3	
BUS 115 Business Law I	3	
BUS 137 Principles of Management	3	
BUS 225 Business Finance	3	
BUS 240 Business Ethics	3	
CIS 110 Introduction to Computers	3	
CTS 130 Spreadsheets	3	
ECO 251 Principle of Microeconomics	3	
INT 110 International Business	3	
MKT 120 Principles of Marketing	3	
<b>TOTAL HOURS</b>	<b>40-41</b>	

## Entrepreneurship Certificate

The Entrepreneurship Certificate will prepare students for careers as small business owners. Credit earned in this certificate may be transferred towards an A.A.S. Business Administration degree.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
ACC 120 Principles of Financial Accounting	4	
BUS 115 Business Law I	3	
BUS 139 Entrepreneurship I	3	
BUS 225 Business Finance	3	
MKT 120 Principles of Marketing	3	
<b>TOTAL HOURS</b>	<b>16</b>	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## General Business Administration Certificate

The General Business Administration Certificate provides students with a foundation in key functional areas of business. Credit earned in this certificate may be transferred towards an Business Administration A.A.S. degree.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
BUS 110 Introduction to Business	3	
BUS 115 Business Law I	3	
BUS 137 Principles of Management	3	
CIS 110 Introduction to Computers	3	
MKT 120 Principles of Marketing	3	
<b>TOTAL HOURS</b>	<b>15</b>	

## Human Resources Management Certificate

The Human Resources Management Certificate prepares students for entry level and promotional opportunities in Human Resources Management depending on work experience in the field. Credit earned in this certificate may be transferred towards a Business Administration–Human Resources Management Concentration A.A.S. degree.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
BUS 153 Human Resource Management	3	
BUS 217 Employment Law and Regulations	3	
BUS 234 Training and Development	3	
BUS 256 Recruitment, Selection, and Personnel Planning	3	
BUS 258 Compensation and Benefits	3	
<b>TOTAL HOURS</b>	<b>15</b>	

## Marketing Certificate

The Marketing Certificate provides students with an overview of key areas in the marketing field. Credit earned in this certificate may be transferred towards an Business Administration–Marketing Concentration A.A.S. degree.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
MKT 120 Principles of Marketing	3	
MKT 220 Advertising and Sales Promotion	3	
MKT 223 Customer Service	3	
MKT 225 Marketing Research	3	
MKT 232 Social Media Marketing	4	
<b>TOTAL HOURS</b>	<b>16</b>	

Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.

## Supervision Certificate

The Supervision Certificate prepares students for careers in first-line management.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
BUS 135 Principles of Supervision	3	
BUS 153 Human Resource Management	3	
BUS 240 Business Ethics	3	
BUS 255 Organizational Behavior	3	
<b>TOTAL HOURS</b>	<b>12</b>	

# MEDICAL OFFICE ADMINISTRATION

## Programs of Study Checklists

### Medical Office Administration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Medical Office Administration at Alamance Community College, students must earn 73 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
SOC 210 Introduction to Sociology	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 110 Mathematical	3	
<b>MAJOR REQUIREMENTS (39 semester hours required)</b>		
OST 134 Text Entry & Formatting	3	
OST 136 Word Processing	3	
OST 137 Office Applications I	3	
OST 141 Medical Office Terms I	3	
OST 142 Medical Office Terms II	3	
OST 148 Medical Insurance & Billing	3	
OST 149 Medical Legal Issues	3	
OST 164 Office Editing	3	
OST 181 Office Procedures	3	
OST 184 Records Management	3	
OST 243 Medical Office Simulation	3	
OST 248 Diagnostic Coding	3	
OST 286 Professional Development	3	
<b>OTHER MAJOR REQUIREMENTS (13 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
OST 153 Office Finance Solutions	3	
MED 116 Introduction to Anatomy & Physiology	4	
OST 165 Advanced Office Editing	3	
OST 244 Medical Document Processing	3	

**Courses may have required prerequisites or corequisites. Refer to the current Alamance Community College Catalog for a complete list of course requisite requirements.**

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>MAJOR ELECTIVES (3 semester hours required)</b>		
OST 247 Procedural Coding	3	
OST 135 Advanced Text Entry & Format	3	
<b>OTHER REQUIREMENTS (3 semester hours required)</b>		
ACA 111 College Student Success	1	
OST 131 Keyboarding	2	
<b>TOTAL HOURS</b>	<b>73</b>	

## **Medical Office Administration–Medical Auditor Concentration A.A.S. Degree**

In order to complete the Associate in Applied Science Degree in Medical Office Administration–Medical Auditor Concentration at Alamance Community College, students must earn 74 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
SOC 210 Introduction to Sociology	3	
<b>MATHEMATICS (4 semester hours required)</b>		
MAT 152 Statistical Methods I	4	
<b>MAJOR REQUIREMENTS (39 semester hours required)</b>		
OST 134 Text Entry & Formatting	3	
OST 137 Office Applications I	3	
OST 141 Medical Office Terms I	3	
OST 142 Medical Office Terms II	3	
OST 148 Medical Insurance & Billing	3	
OST 149 Medical Legal Issues	3	
OST 164 Office Editing	3	
OST 181 Office Procedures	3	
OST 247 Procedural Coding	3	
OST 248 Diagnostic Coding	3	
OST 264 Medical Auditing	3	
OST 265 Healthcare Compliance & Regulations	3	
OST 266 Advanced Medical Auditing	3	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>OTHER MAJOR REQUIREMENTS (16 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
OST 153 Office Finance Solutions	3	
MED 116 Introduction to Anatomy & Physiology	4	
OST 184 Records Management	3	
OST 243 Medical Office Simulation	3	
OST 286 Professional Development	3	
<b>OTHER REQUIREMENTS (3 semester hours required)</b>		
ACA 111 College Student Success	1	
OST 131 Keyboarding	2	
<b>TOTAL HOURS</b>	<b>74</b>	

## Medical Auditor Diploma

In order to complete the Medical Auditor Diploma at Alamance Community College, students must earn 37 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (4 semester hours required)</b>		
MAT 152 Statistical Methods I	4	
<b>MAJOR REQUIREMENTS (30 semester hours required)</b>		
OST 141 Medical Office Terms I	3	
OST 142 Medical Office Terms II	3	
OST 148 Medical Insurance & Billing	3	
OST 149 Medical Legal Issues	3	
OST 243 Medical Office Simulation	3	
OST 247 Procedural Coding	3	
OST 248 Diagnostic Coding	3	
OST 264 Medical Auditing	3	
OST 265 Healthcare Compliance & Regulations	3	
OST 266 Advanced Medical Auditing	3	
<b>TOTAL HOURS</b>	<b>37</b>	



**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## Medical Coding, Billing and Insurance Certificate

In order to complete the Medical Coding, Billing and Insurance Certificate at Alamance Community College, students must earn 18 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
OST 141 Medical Office Terms I	3	
OST 142 Medical Office Terms II	3	
OST 148 Medical Insurance & Billing	3	
OST 243 Medical Office Simulation	3	
OST 247 Procedural Coding	3	
OST 248 Diagnostic Coding	3	
<b>TOTAL HOURS</b>	<b>18</b>	

## Healthcare Clerical Certificate

In order to complete the Healthcare Clerical Certificate at Alamance Community College, students must earn 18 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
OST 136 Word Processing	3	
OST 141 Medical Office Terms I	3	
OST 142 Medical Office Terms II	3	
OST 148 Medical Insurance & Billing	3	
OST 243 Medical Office Simulation	3	
OST 244 Medical Document Processing	3	
<b>TOTAL HOURS</b>	<b>18</b>	



### **Jessica Lowe Patient Account Specialist Class of 2017, A.A.S. Medical Office Administration**

“I’m Jessica. I fell in love with medical terminology and decided that I wanted to help patients behind the scenes.

Throughout my schooling, I experienced many challenges in my life. It took me longer than I expected, but the instructors were so encouraging and supportive.

If someone is looking to get into this program, I would tell them to do it! Don’t quit no matter what life throws at you. Keep in mind that once you graduate, you are so much more employable.”

# OFFICE ADMINISTRATION

## Programs of Study Checklists

### Office Administration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Office Administration at Alamance Community College, students must earn 68 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
SOC 210 Introduction to Sociology	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 110 Mathematical	3	
<b>MAJOR REQUIREMENTS (15 semester hours required)</b>		
OST 134 Text Entry & Formatting	3	
OST 137 Office Applications I	3	
OST 164 Office Editing	3	
OST 184 Records Management	3	
OST 289 Office Admin. Capstone	3	
<b>OTHER MAJOR REQUIREMENTS (32 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
OST 135 Advanced Text Entry & Format	3	
OST 136 Word Processing	3	
OST 138 Office Applications II	3	
OST 153 Office Finance Solutions	3	
OST 162 Executive Terminology	3	
OST 165 Advanced Text Editing	3	
OST 181 Office Procedures	3	
OST 236 Advanced Word Processing	3	
OST 286 Professional Development	3	
<b>MAJOR ELECTIVES (6 semester hours required)</b>		
BUS 115 Business Law	3	
OST 132 Keyboarding Skill Building	2	
Major elective	3	

**Courses may have required prerequisites or corequisites. Refer to the current Alamance Community College Catalog for a complete list of course requisite requirements.**

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>OTHER REQUIREMENTS (3 semester hours required)</b>		
OST 131 Keyboarding	2	
ACA 111 College Student Success	1	
<b>TOTAL HOURS</b>	<b>68</b>	

## Office Administration–Legal Concentration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Office Administration–Legal Concentration at Alamance Community College, students must earn 71 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>COMMUNICATION (6 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
HUM 115 Critical Thinking	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
SOC 210 Introduction to Sociology	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 110 Mathematical	3	
<b>MAJOR REQUIREMENTS (24 semester hours required)</b>		
OST 134 Text Entry & Formatting	3	
OST 137 Office Applications I	3	
OST 164 Office Editing	3	
OST 181 Office Procedures	3	
OST 184 Records Management	3	
OST 155 Legal Terminology	3	
OST 156 Legal Office Procedures	3	
OST 159 Office Ethics	3	
<b>OTHER MAJOR REQUIREMENTS (29 semester hours required)</b>		
ACC 120 Principles of Financial Accounting	4	
OST 153 Office Finance Solutions	3	
BUS 115 Business Law	3	
OST 135 Advanced Text Entry & Format	3	
OST 136 Word Processing	3	
OST 138 Office Applications II	3	
OST 165 Advanced Text Editing	3	
OST 236 Advanced Word Processing	3	
OST 286 Professional Development	3	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>MAJOR ELECTIVES (3 semester hours required)</b>		
Major Elective	3	
OST 132 Keyboarding Skill Building	2	
<b>OTHER REQUIREMENTS (3 semester hours required)</b>		
ACA 111 College Student Success	1	
OST 131 Keyboarding	2	
<b>TOTAL HOURS</b>	<b>71</b>	

## Office Administration Diploma

In order to complete the Office Administration Diploma at Alamance Community College, students must earn 38 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MAJOR REQUIREMENTS (27 semester hours required)</b>		
OST 134 Text Entry & Formatting	3	
OST 135 Advanced Text Entry & Format	3	
OST 136 Word Processing	3	
OST 137 Office Applications I	3	
OST 164 Office Editing	3	
OST 181 Office Procedures	3	
OST 184 Records Management	3	
OST 236 Advanced Word Processing	3	
OST 286 Professional Development	3	
<b>OTHER MAJOR REQUIREMENTS (6 semester hours required)</b>		
ACC 120 Principles of Financial Accounting or OST 153 Office Finance Solutions	3-4	
Social/Behavioral Science Elective	3	
<b>MAJOR ELECTIVES (2 semester hours required)</b>		
OST 131 Keyboarding	2	
<b>TOTAL HOURS</b>	<b>38</b>	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## Word Processing Certificate

In order to complete the Word Processing Certificate at Alamance Community College, students must earn 17 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
OST 131 Keyboarding	2	
OST 134 Text Entry & Formatting	3	
OST 135 Advanced Text Entry & Format	3	
OST 136 Word Processing	3	
OST 137 Office Applications I	3	
OST 236 Advanced Word Processing	3	
<b>TOTAL HOURS</b>	<b>17</b>	

## General Office Certificate

In order to complete the General Office Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
OST 131 Keyboarding	2	
OST 136 Word Processing	3	
OST 137 Office Applications I	3	
OST 164 Office Editing	3	
OST 181 Office Procedures	3	
<b>TOTAL HOURS</b>	<b>14</b>	

### Office Administration Career Opportunities:

#### **Entry level**

- office assistant
- administrative support

#### **Experienced**

- office manager

#### **Legal concentration**

- administrative support in legal/law offices
- city, state, and federal government/court systems

#### **Medical concentration**

- administrative support in health care facilities such as hospitals, physician offices, clinics
- medical billing
- medical coding



Students in the Office Administration programs learn skills such as office procedures, records management, transcription, and office finance. Program options include medical and legal concentration tracks.

# INFORMATION TECHNOLOGY

## Programs of Study Checklists

### Information Technology–Business Support Concentration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Information Technology–Business Support Concentration at Alamance Community College, students must earn 64 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 114 Professional Research & Reporting	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
Choose from approved electives	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
Choose from approved electives	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (12 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
CTS 115 Information Systems Business Concepts	3	
<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
CTS 130 Spreadsheets	3	
DBA 110 Database Concepts	3	

**Courses may have required prerequisites or corequisites. Refer to the current Alamance Community College Catalog for a complete list of course requisite requirements.**

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>OTHER MAJOR REQUIREMENTS (31 semester hours required)</b>		
CIS 115 Introduction to Programming & Logic	3	
CTS 120 Hardware/Software Support	3	
CTS 155 Tech Support Functions	3	
CTS 289 Systems Support Project –OR– 3 credit hours from WBL 111, WBL 112, or WBL 113 Work-Based Learning I	3	
DBA 120 Database Programming I	3	
NET 125 Introduction to Networks	3	
NOS 130 Windows Single User	3	
NOS 230 Windows Administration I	3	
SEC 110 Security Concepts	3	
WBL 110 World of Work	3	
Major Elective	3	
<b>TOTAL HOURS</b>	<b>64</b>	

## IT Business Support Diploma

In order to complete the IT Business Support Diploma at Alamance Community College, students must earn 40 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (9 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
<b>CONCENTRATION REQUIREMENTS (3 semester hours required)</b>		
DBA 110 Database Concepts	3	
<b>OTHER MAJOR REQUIREMENTS (22 semester hours required)</b>		
CIS 115 Introduction to Programming & Logic	3	
CTS 120 Hardware/Software Support	3	
NET 125 Introduction to Networks	3	
NOS 130 Windows Single User	3	
SEC 110 Security Concepts	3	
WBL 110 World of Work	1	
Major Elective	3	
<b>TOTAL HOURS</b>	<b>40</b>	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## **IT Business Support Certificate**

In order to complete the IT Business Support Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
CIS 110 Introduction to Computers	3	
CIS 115 Introduction to Programming and Logic	3	
CTI 110 Web, Programming, & Database Foundation	3	
DBA 110 Database Concepts	3	
<b>TOTAL HOURS</b>	<b>12</b>	

## **PC Repair Certificate**

In order to complete the PC Repair Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
CTS 120 Hardware/Software Support	3	
CTS 220 Advanced Hardware/Software Support	3	
NET 125 Introduction to Networks	3	
SEC 110 Security Concepts	3	
<b>TOTAL HOURS</b>	<b>12</b>	



**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## **Information Technology–Computer Programming and Development Concentration A.A.S. Degree**

In order to complete the Associate in Applied Science Degree in Information Technology–Computer Programming and Development Concentration at Alamance Community College, students must earn 64 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 114 Professional Research & Reporting	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
Choose from approved electives	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
Choose from approved electives	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (12 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
CTS 115 Information Systems Business Concepts	3	
<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
CSC 134 C++ Programming	3	
CSC 151 JAVA Programming	3	
CSC 251 Advanced JAVA Programming	3	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>OTHER MAJOR REQUIREMENTS (31 semester hours required)</b>		
CIS 115 Introduction to Programming & Logic	3	
CSC 121 Python Programming	3	
CSC 251 Advanced JAVA Programming	3	
CSC 289 Programming Capstone Project –OR– 3 credit hours from WBL 111, WBL 112, or WBL 113 Work-Based Learning I	3	
DBA 110 Database Concepts	3	
DBA 120 Database Programming I	3	
NOS 120 Linux/UNIX Single User	3	
WBL 110 World of Work	1	
WEB 115 Web Markup and Scripting	3	
Major Elective	3	
Major Elective	3	
<b>TOTAL HOURS</b>	<b>64</b>	

## Computer Programming and Development Diploma

In order to complete the Computer Programming and Development Diploma at Alamance Community College, students must earn 46 credit hours of college credit in the categories listed in the table.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (12 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
CTS 115 Information Systems Business Concepts	3	
<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
CSC 151 JAVA Programming	3	
CSC 134 C++ Programming	3	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>OTHER MAJOR REQUIREMENTS (22 semester hours required)</b>		
CIS 115 Introduction to Programming & Logic	3	
CSC 121 Python Programming	3	
CSC 289 Programming Capstone Project –OR– 3 credit hours from WBL 111, WBL 112, or WBL 113 Work-Based Learning I	3	
DBA 110 Database Concepts	3	
DBA 120 Database Programming I	3	
NOS 120 Linux/UNIX Single User	3	
WBL 110 World of Work	1	
WEB 115 Web Markup and Scripting	3	
<b>TOTAL HOURS</b>	<b>46</b>	

## Programming Certificate

In order to complete the Programming Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table. All courses in this certificate are approved to transfer to public universities under the Comprehensive Articulation Agreement.

<b>COURSE NUMBER/COURSE TITLE</b>	<b>CREDIT HOURS</b>	<b>SEMESTER COMPLETED</b>
CIS 110 Introduction to Computers	3	
CIS 115 Introduction to Programming and Logic	3	
CSC 134 C++ Programming	3	
CSC 151 JAVA Programming	3	
<b>TOTAL HOURS</b>	<b>12</b>	

**Juliet Agner**  
**Computer Programming**  
**Class of 2019, A.A.S.**  
**IT-Systems Security Concentration**

“If you are interested in Information Technology, then I recommend trying everything in the field. Information Technology offers so many options. You will find areas you may not like but others that are perfect for you. Problem-solving is a huge part of IT, and is my favorite part about this field.

The most beneficial thing I found as a student at ACC is the staff. If you ever need extra time or help, they are willing to help you succeed. I have faced so many challenges—everything from switching my educational plan to struggling academically. The supportive staff helped ease my struggles and helped me find my way.”



Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.

## Information Technology–Software and Web Development Concentration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Information Technology–Software and Web Development Concentration at Alamance Community College, students must earn 65 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 114 Professional Research & Reporting	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
Choose from approved electives	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
Choose from approved electives	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (12 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
CTS 115 Information Systems Business Concepts	3	
<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
CSC 151 JAVA Programming	3	
WEB 115 Web Markup and Scripting	3	
<b>OTHER MAJOR REQUIREMENTS (31 semester hours required)</b>		
CIS 115 Introduction to Programming & Logic	3	
DBA 110 Database Concepts	3	
DBA 120 Database Programming I	3	
NOS 120 Linux/UNIX Single User	3	
WBL 110 World of Work	1	
WEB 151 Mobile Application Development I	3	
WEB 182 PHP Programming	3	
WEB 225 Content Management Systems	3	
WEB 250 Database Driven Websites	3	
WEB 289 Internet Technologies Project –OR– 3 credit hours from WBL 111, WBL 112, or WBL 113 Work-Based Learning I	3	
Major Elective	3	
<b>TOTAL HOURS</b>	<b>64</b>	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## Software and Web Development Diploma

In order to complete the Software and Web Development Diploma at Alamance Community College, students must earn 46 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (12 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
CTS 115 Information Systems Business Concepts	3	
<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
DBA 120 Database Programming I	3	
WEB 115 Web Markup and Scripting	3	
WEB 151 Mobile Application Development I	3	
WEB 251 Mobile Application Development II	3	
<b>OTHER MAJOR REQUIREMENTS (22 semester hours required)</b>		
CIS 115 Introduction to Programming & Logic	3	
DBA 110 Database Concepts	3	
NOS 120 Linux/UNIX Single User	3	
WBL 110 World of Work	1	
WEB 182 PHP Programming	3	
WEB 225 Content Management Systems	3	
WEB 250 Database Driven Websites	3	
WEB 289 Internet Technologies Project –OR– 3 credit hours from WBL 111, WBL 112, or WBL 113 Work-Based Learning I	3	
<b>TOTAL HOURS</b>	<b>46</b>	

Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.

## Web Development Certificate

In order to complete the Web Development Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table. This certificate can be completed online.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
CTI 110 Web, Programming & Database Foundation	3	
WEB 115 Web Markup and Scripting	3	
WEB 182 PHP Programming	3	
WEB 225 Content Management Systems	3	
<b>TOTAL HOURS</b>	<b>12</b>	

## Information Technology–Systems Security (Cybersecurity) Concentration A.A.S. Degree

In order to complete the Associate in Applied Science Degree in Information Technology–Systems Security (Cybersecurity) Concentration at Alamance Community College, students must earn 64 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>COMMUNICATION (3 semester hours required)</b>		
ENG 114 Professional Research & Reporting	3	
ENG 115 Oral Communication	3	
COM 231 Public Speaking	3	
<b>HUMANITIES/FINE ARTS (3 semester hours required)</b>		
Choose from approved electives	3	
<b>SOCIAL/BEHAVIORAL SCIENCES (3 semester hours required)</b>		
Choose from approved electives	3	
<b>MATHEMATICS (3 semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (12 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
CTS 115 Information Systems Business Concepts	3	

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
NET 125 introduction to Networks	3	
SEC 110 Security Concepts	3	
<b>OTHER MAJOR REQUIREMENTS (31 semester hours required)</b>		
CCT 231 Technology Crimes & Law	3	
CCT 289 Capstone Project –OR– 3 credit hours from WBL 111, WBL 112, or WBL 113 Work-Based Learning I	3	
CIS 115 Introduction to Programming & Logic	3	
NET 126 Routing Basics	3	
NET 225 Scaling & Connecting Networks	3	
NOS 120 Linux/UNIX Single User	3	
NOS 130 Windows Single User	3	
NOS 220 Linux/Unix Administration I	3	
NOS 230 Windows Administration I	3	
SEC 160 Security Administration I	3	
WBL 110 World of Work	1	
<b>TOTAL HOURS</b>	<b>64</b>	



**Ankit Patel**  
**Cybersecurity, Class of 2020,**  
**IT–Systems Security Diploma**

“Working in the IT field seemed to be a natural fit for me because I have always been interested in technology and understanding how things work. Learning new things, pushing the limits of my current knowledge, and advancing to the next level always makes for a rewarding day.

If you are interested in the IT Security field, you should be a flexible learner. You must be able to learn in the classroom/lab environment, have an inquisitive mind, ask critical questions, be willing to engage in problem solving on multiple levels, and use time management effectively.”

**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## **Systems Security (Cybersecurity) Diploma**

In order to complete the Systems Security (Cybersecurity) Diploma at Alamance Community College, students must earn 46 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
<b>ENGLISH (3 semester hours required)</b>		
ENG 111 Writing and Inquiry	3	
<b>MATHEMATICS (3 Semester hours required)</b>		
MAT 121 Algebra/Trigonometry I	3	
MAT 143 Quantitative Literacy	3	
MAT 152 Statistical Methods	3	
MAT 171 Precalculus Algebra	3	
<b>MAJOR REQUIREMENTS (9 semester hours required)</b>		
CIS 110 Introduction to Computers	3	
CTI 110 Web, Programming & Database Foundation	3	
CTI 120 Network and Security Foundation	3	
<b>CONCENTRATION REQUIREMENTS (6 semester hours required)</b>		
NET 125 Introduction to Networks	3	
SEC 110 Security Concepts	3	
<b>OTHER MAJOR REQUIREMENTS (25 semester hours required)</b>		
CCT 231 Technology Crimes & Law	3	
CIS 115 Introduction to Programming & Logic	3	
NET 126 Routing Basics	3	
NET 225 Scaling & Connecting Networks	3	
NOS 120 Linux/UNIX Single User	3	
NOS 130 Windows Single User	3	
NOS 220 Linux/Unix Administration I	3	
NOS 230 Windows Administration I	3	
WBL 110 World of Work	1	
<b>TOTAL HOURS</b>	<b>46</b>	



**Courses may have required prerequisites or corequisites. Refer to the current *Alamance Community College Catalog* for a complete list of course requisite requirements.**

## Cybersecurity Certificate

In order to complete the Cybersecurity Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
CCT 231 Technology Crimes & Law	3	
NOS 120 Linux/Unix Single User	3	
SEC 110 Security Concepts	3	
SEC 160 Security Admin.	3	
<b>TOTAL HOURS</b>	<b>12</b>	

## Entry Network Technician Certificate

In order to complete the Entry Network Technician Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
NET 125 Introduction to Networks	3	
NET 126 Routing Basics	3	
NET 225 Scaling & Connecting Networks	3	
SEC 110 Security Concepts	3	
<b>TOTAL HOURS</b>	<b>12</b>	

## Linux/Unix Certificate

In order to complete the Linux/Unix Certificate at Alamance Community College, students must earn 12 credit hours of college credit in the categories listed in the table.

COURSE NUMBER/COURSE TITLE	CREDIT HOURS	SEMESTER COMPLETED
CIS 110 Introduction to Computers	3	
CTI 120 Network & Security Foundation	3	
NOS 120 Linux/Unix Single User	3	
NOS 220 Linux/Unix Administration I	3	
<b>TOTAL HOURS</b>	<b>12</b>	

# BUSINESS TECHNOLOGIES FACULTY

Instructors keep regularly scheduled office hours in order to assist students with course work and advising. Instructor schedules are posted on their office doors. Call for an appointment if you cannot meet an instructor during scheduled office hours.

Business Technologies Faculty



FULL-TIME INSTRUCTORS	DEPARTMENT	PHONE/ EMAIL
Sherill Crofts	Accounting and Business Administration	336-506-4031 sherill.crofts@alamancecc.edu
Laura Gaines	Information Technology	336-506-4346 laura.kassler@alamancecc.edu
Mindy Graves	Office Administration	336-506-4014 mindy.graves@alamancecc.edu
Blain Jones	Information Technology	336-506-4148 blain.jones@alamancecc.edu
Debra McCusker	Information Technology	336-506-4261 debra.mccusker@alamancecc.edu
Kim McKenzie	Office Administration	336-506-4166 kim.mckenzie@alamancecc.edu
Renard Spratling	Information Technology	336-506-4229 renard.spratling@alamancecc.edu
Cynthia Stevens	Accounting	336.506-4214 cynthia.stevens@alamancecc.edu
Christopher Swinton	Business Administration	336-506-4223 christopher.swinton@alamancecc.edu
Sherry Wimberley	Office Administration	336-506-4234 sherry.wimberley@alamancecc.edu

# CAMPUS RESOURCES

Department	Email	Phone
ACC Tutoring	fonville@alamancecc.edu denise.lloyd-forbes@alamancecc.edu	336-506-4167 336-506-4190
Bookstore		336-578-5923
Career Services	ilona.owens@alamancecc.edu	336-506-4362
Cashier		336-506-4141
Child Care Center	childcarecenter@alamancecc.edu	336-506-4123
Counseling Services		336-506-4362
Disability Services	monica.isbell@alamancecc.edu	336-506-4130
Financial Aid	financialaid@alamancecc.edu	336-506-4340
Library	lrc@alamancecc.edu	336-506-4116
Public Safety		336-506-4286
Single Stop	brian.barringer@alamancecc.edu	336-506-4039
Veterans Services	feleta.morton@alamancecc.edu	336-506-4398



**Nela Parsons**  
**Customer Service Representative**  
**Class of 2018,**  
**A.A.S. Business Administration**

“I have always been drawn to the business field and have decided to add an accounting degree. A Business Administration degree offers diverse career options. Every day offers new challenges and problems for me to find the best solutions.

Being a student in this program has allowed me to continue to work. There were times that balancing work and school was a challenge, but it was well worth it! I like how the classes are smaller than a large university, and how the instructors get to know you and are always willing to help.”

# CARRINGTON-SCOTT CAMPUS

1247 JIMMIE KERR RD. • GRAHAM, NC 27253-8000

# DILLINGHAM CENTER

1304 PLAZA DR. • BURLINGTON, NC 27215



336-506-4ACC • [alamancecc.edu](http://alamancecc.edu)

AUGUST 2021