

Diploma Requirements

For more information contact:

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IT OFFICE SUPPORT: D25590AB

Required Courses: 48 credit hours

Suggested Full-Time Schedule: The following suggested schedule is based on full-time enrollment.

Part-Time Students: Begin with CTI 110, and CTI 120. Continue with sequence of required courses. General education courses may be taken at any time.

First Semester (Fall – Year 1)

Course	Credit Hours	Title	Notes
CIS 110	3	Intro to Computers	
CTI 110	3	Web, Programing & DB Foundation	
CTI 120	3	Network & Security Foundation	
ENG 111	3	Writing & Inquiry	
Total: 12 Credit Hours			

Second Semester (Spring – Year 1)

Course	Credit Hours	Title	Notes
ACC 120	4	Principles of Financial Accounting	
BAS 120	3	Intro to Analytics	
CTS 130	3	Spreadsheet	
DBA 110	3	Database Concepts	
DBA 240	3	Database Analysis/Design	
Total: 16 Credit Hours			

Third Semester (Summer – Year 1)

Course	Credit Hours	Title	Notes
ENG 114	3	Professional Research/Reporting	
	3	IT Office Support Major Elective	Refer to the catalog for elective options
Total: 6 Credit Hours			

Fourth Semester (Fall – Year 2)

Course	Credit Hours	Title	Notes
ACC 150	2	Accounting Software Applications	
CTS 115	3	Info Sys Business Concepts	
CTS 240	3	Project Management	
OST 184	3	Records Management	CHOOSE ONE
CTS 225	3	Spreadsheet Data Analysis	
	3	IT Office Support Major Elective	Refer to the catalog for elective options
Total: 14 Credit Hours			

For information about graduation requirements, prerequisites and corequisites, please refer to the catalog.