

A+/Network+ Technician

Certificate in Applied Science

Credit Requirements: 24 Semester Credit Hours

This program teaches students to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. Students also learn basic installation and troubleshooting knowledge of DOS/Windows. Basic knowledge of networking technology and practices is covered. This program helps prepare students for the Comp TIA Security+, A+, Network+ and Linux+ certification exams. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

CPT 209	Computer Systems Management	3
CPT 210	Computer Resource Management	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3
		Total 9

Bookkeeping

Certificate in Applied Science

Credit Requirements: 27 Semester Credit Hours

This program prepares you for entry-level accounting positions with basic skills in accounting, individual tax and payroll. Training in computerized accounting and electronic spreadsheets utilizing accounting applications is included in the program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Additionally, you should be able to demonstrate a basic knowledge of accounting through work experience, high school credits, transfer credits or by completion of ACC 100 Basic Accounting.

Recommended Sequence of Courses

First Semester

ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 101	Introduction to Computers	3
ENG 150	Basic Communications	3
or		
ENG 101	English Composition	3

Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3

Total 15

** Prerequisite ACC 100 or advisor approval*

Business Information Systems

Certificate in Applied Science

Credit Requirements: 24 Semester Credit Hours

This certificate program provides a broad overview of software, database management and application packages. Emphasis is placed on information systems used in the business environment. Students gain general competency in using microcomputers for management and decision making.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 179	Microcomputer Word Processing	3
CPT 220	e-Commerce	3

Total 9

Second Semester – Spring

CPT 174	Microcomputer Spreadsheets	3
BUS 210	Introduction to e-Commerce in Business	3
MGT 230	Managing Information Resources	3

Total 9