

BUSINESS TECHNOLOGY

Overview

TTC's Business Technology programs are designed to prepare students for entry-level positions in business, industry and government. Responding to the needs of the growing business community, the Business Technology associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment. TTC's associate degree programs in Accounting, General Business, Management, Office Systems Technology and Computer Technology are accredited by the Association of Collegiate Business Schools and Programs.

General Information

As with all TTC programs, students interested in Business Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6252.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs

- Accounting
- Administrative Office Technology
- Computer Technology
 - Computer Programming
 - Information Systems Specialist
- General Business
 - Customer Service
 - e-Commerce
 - International Business
 - Marketing
 - Small Business/Entrepreneurship
- Management
 - Business Information Systems
 - Corporate Quality
 - Fire Service
 - Human Resources
 - Leadership Development
 - Transportation and Logistics
- Telecommunications Systems Management

Certificate Programs

- A+/Network+ Technician
- Bank Teller
- Bookkeeping
- Business Information Systems
- Cisco Certified Network Associate
- Cisco Certified Network Professional
- Computer Game Design
- Computer Network Technician
- Corporate Quality
- Customer Service
- Database
- e-Commerce
- Information Processing
- International Business
- Internet Programming
- Leadership Development
- Medical Office Specialist
- Medical Transcriptionist
- Microcomputer Business Applications
- Microcomputer Expert User
- Microcomputer Programming
- Microsoft Network Operations
- Network Security
- Professional Accountancy
- Small Business/Entrepreneurship
- Transportation and Logistics
- UNIX Systems Operations

Accounting

Associate in Business

Credit Requirements: 69 Semester Credit Hours

Day/Evening/Fall/Summer

The Accounting program prepares students for entry-level positions in the field of accounting. Typical jobs include full-charge bookkeeper and junior accountant.

Recommended Sequence of Courses

First Semester

ACC 111	Accounting Concepts	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MKT 101	Marketing	3

Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
ACC 245	Accounting Applications	3
BUS 121	Business Law	3
ECO 210	Macroeconomics	3

Total 15

Third Semester

ACC 201	Intermediate Accounting I	3
ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
Total 12		

Fourth Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 265	Not-for-Profit Accounting	3
MAT 120	Probability and Statistics	3
IDS 201	Leadership Development	3
Total 15		

Fifth Semester

ACC 203	Intermediate Accounting III	5
ACC 226	Tax Audit and Research	5
ACC 260	Auditing	5
ENG 260	Advanced Technical Communications	5
ACC 275	Selected Topics in Accounting	5
Total 15		

Administrative Office Technology

Associate in Business

Office Administration Career Path

Credit Requirements: 69 Semester Credit Hours

The Administrative Office Technology program prepares students for office work in business, industry, medical or legal offices. Students may choose either a legal course combination or a medical course combination. Students who have successfully completed the Certified Professional Secretaries exam or the Certified Administrative Professional exam may receive semester credit. See the department head for more information.

Note: The Administrative Office Technology program name and course prefix are subject to change. See online catalog for updated information.

Recommended Sequence of Courses

First Semester

AOT 134	Office Communications	3
AOT 161	Records Management	3
*AOT 163	Word Processing	3
CPT 101	Introduction to Computers	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
Total 15		

Second Semester

**AOT 137	Office Accounting	3
AOT 234	Administrative Office Communications	3
AOT 260	Office Word Processing Applications	3
AOT 265	Office Desktop Publishing	3
ENG 101	English Composition I	3
Total 15		

Third Semester

BUS 101	Introduction to Business	3
ELE HUM	Select one course from Humanities Electives	3
BIO 110	General Anatomy and Physiology	3
or		
BUS 121	Business Law I	3
or		
AHS 104	Medical Vocabulary Anatomy	3
MKT 130	Customer Service Principles	3
Total 12		

Fourth Semester

AOT 250	Advanced Information Processing	3
AOT 251	Administrative Systems and Procedures	3
or		
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
MGT 110	Office Management	3
Total 15		

Fifth Semester

AOT 212	Medical Document Production	3
or		
AOT 213	Legal Document Production	3
AOT 267	Integrated Information Processing	3
CPT 270	Advanced Microcomputer Applications	3
ECO 210	Macroeconomics	3
Total 12		

*Prerequisite of AOT 105 or equivalent

**May substitute ACC 101

Computer Technology

Associate in Computer Technology Computer Programming Career Path

Credit Requirements: 72 Semester Credit Hours

This program prepares students for employment as programmers.

Recommended Sequence of Courses

First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
		Total 15

Second Semester – Spring

ACC 101	Accounting Principles I	3
CPT 220	e-Commerce	3
CPT 233	C++ Programming II	3
CPT 242	Database	3
CPT 257	Operating Systems	3
		Total 15

Third Semester – Summer

BUS 101	Introduction to Business	3
CPT 236	Introduction to Java Programming	3
IST 220	Data Communications	3
IST 239	Datum and JavaScript	3
		Total 12

Fourth Semester – Fall

CPT 212	Visual Basic Programming	3
CPT 239	Active Server Pages	3
or		
CPT 283	PHP Programming II	3
CPT 270	Advanced Microcomputer Applications	3
IST 272	Relational Database	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

CPT 244	Data Structures	3
CPT 264	Systems and Procedures	3
CPT 288	Computer Game Development	3
ECO 210	Macroeconomics	3
ELE HUM	Select one course from Humanities Elective	3
		Total 15

Computer Technology

Associate in Computer Technology Information Systems Specialist Career Path

Credit Requirements: 72 Semester Credit Hours

This program prepares students for careers in a variety of information technology areas. It gives students a foundation in computer hardware, computer applications, computer programming, the Internet and computer networking. Information systems administrators are involved in many different aspects of computer technology and can expect to employ their skills in a variety of ways to assist all computer users in commercial settings. This program also allows students to become independent contractors, working with individuals and small businesses to overcome computer-related problems.

Recommended Sequence of Courses

First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
CPT 124	AS/400 Operations	3
CPT 172	Microcomputer Database	3
CPT 220	e-Commerce	3
		Total 15

Second Semester – Spring

CPT 207	Complex Computer Applications	3
CPT 255	Operating System Fundamentals	3
ENG 101	English Composition I	3
IST 220	Data Communications	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
		Total 15

Third Semester – Summer

CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CPT 209	Computer Systems Management	3
ELE CPT	Select one course from Computer Technology Electives	3
		Total 12

Fourth Semester – Fall

CPT 257	Operating Systems	3
CPT 270	Advanced Microcomputer Applications	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE CPT	Select one course from Computer Technology Electives	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

CPT 264	Systems and Procedures	3
ECO 210	Macroeconomics	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE HUM	Select one course from Humanities Electives	3
		Total 15

Second Semester – Spring

ACC 101	Accounting Principles I	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
BUS 220	Business Ethics	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
CPT 220	e-Commerce	3
ECO 210	Macroeconomics	3
MKT 135	Customer Service Techniques	3
TRL 102	Customer Service Management	3
		Total 15

General Business

Associate in Business

Customer Service Career Path

Credit Requirements: 69 Semester Credit Hours

The General Business/Customer Service career path prepares students for careers in service-related industries, including the fundamentals of customer service and the makeup of service businesses. Students will study customer relationship management, process standards, measurement systems and the importance of human assets in a firm's internal network along with the philosophy of customer service.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Fifth Semester – Spring

BUS 112	Service Management	3
MGT 201	Human Resource Management	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
MKT 250	Consumer Behavior	3
ELE GBC	Select one course from Customer Service Electives	3
		Total 15

**Course has at least one prerequisite.*

General Business

Associate in Business

e-Commerce Career Path

Credit Requirements: 69 Semester Credit Hours

The General Business/e-Commerce career path prepares students for careers in the buying and selling of goods and services using electronic systems. Students will gain knowledge in all aspects of conducting business over the Internet as well as how to operate an online business.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3

Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3

Total 15

Third Semester – Summer

BUS 121	Business Law I	3
CPT 220	e-Commerce	3
ECO 210	Macroeconomics	3
MKT 110	Retailing	3

Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 120	Small Business Management	3
MGT 230	Managing Information Resources	3
MKT 260	Marketing Management	3

Total 15

Fifth Semester – Spring

CPT 270	Advanced Microcomputer Applications	3
MGT 121	Small Business Operations	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
MGT 270	Managerial Communication	3
ELE GBE	Select one course from the e-Commerce Electives	3

Total 15

General Business

Associate in Business

International Business Career Path

Credit Requirements: 69 Semester Credit Hours

The General Business/International Business career path prepares students for careers in the International Business environment. This career path includes studies in the global aspects of business, marketing, economics, and management and their applications to the international arena.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3

or

MAT 155	Contemporary Mathematics	3
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Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3

Total 15

Third Semester – Summer

BUS 121	Business Law I	3
BUS 250	Introduction to International Business	3
ECO 207	International Economics	3
PSC 220	Introduction to International Relations	3

Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
CPT 220	e-Commerce	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3

Total 15

Fifth Semester – Spring

BUS 176	International Marketing	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
ELE GBI	Select one course from International Business Electives	3
		Total 15

Fourth Semester – Fall

BAF 101	Personal Finance	3
CPT 220	E-Commerce	3
BUS 220	Business Ethics	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
		Total 15

General Business

Associate in Business

Marketing Career Path

Credit Requirements: 69 Semester Credit Hours

The General Business/Marketing career path prepares students for careers in the various aspects of marketing including retailing, sales and advertising. Students will gain knowledge in the areas of pricing, promotion and distribution of goods and services as well as the concepts of merchandising.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Intro to Business	3
CPT 101	Intro to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
*MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
*ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

MKT 110	Retailing	3
BUS 121	Business Law	3
MKT 260	Marketing Management	3
#MGT 255	Organizational Behavior	3
or		
*ECO 211	Microeconomics	3
		Total 12

Fifth Semester – Spring

MGT 201	Human Resources Mgmt	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MGT 270	Managerial Communication	3
ELE GBI	Select from Small Business Electives	3
		Total 15

General Business

Associate in Business

Small Business/Entrepreneurship Career Path

Credit Requirements: 69 Semester Credit Hours

The Small Business/Entrepreneurship career path prepares students for owning and operating a small business. Students will gain knowledge in all aspects of small business ownership including management, risk and day-to-day operation. Students will also develop a business plan.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 220	e-Commerce	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
CPT 174	Microcomputer Spreadsheets	3
MGT 201	Human Resource Management	3

Total 12**Second Semester – Spring**

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
CPT 174	Microcomputer Spreadsheets	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3

Total 15**Fourth Semester – Fall**

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 210	Employee Selection and Retention	3
MGT 120	Small Business Management	3
MGT 270	Managerial Communication	3

Total 15**Third Semester – Summer**

ECO 210	Macroeconomics	3
BUS 220	Business Ethics	3
MGT 230	Managing Information Resources	3
MKT 101	Marketing	3

Total 12**Fifth Semester – Spring**

BUS 112	Service Management Systems	3
BUS 121	Business Law I	3
MGT 121	Small Business Operations	3
MKT 260	Marketing Management	3
ELE GBS	Select one course from Small Business/Entrepreneurship Electives	3

Total 15**Fourth Semester – Fall**

CPT 179	Microcomputer Word Processing	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3

or

ECO 211	Microeconomics	3
MGT 270	Managerial Communication	3

Total 15

Management

Associate in Business**Business Information Systems Career Path****Credit Requirements: 69 Semester Credit Hours**

The Management/Business Information Systems career path prepares students with the skills to be competitive in the emerging technologies and advances in business information systems and processes. The program provides students with a broad overview of various computer and information technologies needed in the 21st century business environment.

Recommended Sequence of Courses**First Semester – Fall**

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3

Total 12**Fifth Semester – Spring**

BAF 101	Personal Finance	3
BUS 210	Introduction to e-Commerce in Business	3
CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
ELE MGB	Select one course from Business Information Systems Electives	3

Total 15

Management

Associate in Business

Corporate Quality Career Path

Credit Requirements: 69 Semester Credit Hours

The Management/Corporate Quality career path prepares students with techniques in quality management, control and auditing. The program provides students with the resources and techniques needed to develop Total Quality Management Systems in the business environment.

Recommended Sequence of Courses

First Semester – Fall

CPT 101 Introduction to Computers 3

or

CPT 102 Basic Computer Concepts 3

ENG 101 English Composition I 3

MGT 101 Principles of Management 3

QAT 101 Introduction to Quality Assurance 3

Total 12

Second Semester – Spring

ACC 101 Accounting Principles I 3

BAF 101 Personal Finance 3

BUS 101 Introduction to Business 3

IDS 201 Leadership Development 3

MAT 120 Probability and Statistics 3

or

MAT 155 Contemporary Mathematics 3

Total 15

Third Semester – Summer

ECO 210 Macroeconomics 3

MGT 235 Production Management 3

QAT 105 Total Quality Systems 3

QAT 110 Manufacturing Methods 3

Total 12

Fourth Semester – Fall

BUS 121 Business Law I 3

BUS 220 Business Ethics 3

MGT 270 Managerial Communication 3

MKT 101 Marketing 3

QAT 201 Quality Cost Analysis/Auditing 3

Total 15

Fifth Semester – Spring

CPT 220 e-Commerce 3

MGT 201 Human Resource Management 3

MGT 255 Organizational Behavior 3

or

ECO 211 Microeconomics 3

QAT 150 Total Quality Management Improvement 3

or

QAT 232 Statistical Quality Control 3

or

QAT 240 Advanced Quality Concepts 3

ELE MGC Select one course from Corporate Quality Electives 3

Total 15

Management

Associate in Business

Fire Service Career Path

Credit Requirements: 69 Semester Credit Hours

The Fire Service Career Path is designed to help meet the educational needs of fire service employees and provide a foundation of skills necessary for effective leadership.

Recommended Sequence of Courses

First Semester – Fall

BAF 101 Personal Finance 3

CPT 101 Introduction to Computers 3

or

CPT 102 Basic Computer Concepts 3

ENG 101 English Composition I 3

MGT 101 Principles of Management 3

Total 12

Second Semester – Spring

ACC 101 Accounting Principles I 3

BUS 101 Introduction to Business 3

BUS 220 Business Ethics 3

MAT 120 Probability and Statistics 3

or

MAT 155 Contemporary Mathematics 3

ELE HUM Select one course from Humanities Electives 3

Total 15

Third Semester – Summer

ECO 211	Microeconomics	3
or		
MGT 255	Organizational Behavior	3
MGT 250	Situational Supervision	3
ELE MGF	Select nine hours of Management Fire Service Career Path Electives	9

Total 15

Fourth Semester – Fall

ECO 210	Macroeconomics	3
MGT 270	Managerial Communication	3
*ELE MGF	Select nine hours of Management Fire Service Career Path Electives	9

Total 15

Fifth Semester – Spring

BUS 121	Business Law I	3
MKT 101	Marketing	3
*ELE MGF	Select six hours of Management Fire Service Career Path Electives	6

Total 12

**Students may receive a maximum of 9 credit hours for SCFA 1000 series courses completed. All other SCFA course work submitted for exemption credit must be at the 2000 series level or above.*

Management

Associate in Business

Human Resources Career Path

Credit Requirements: 69 Semester Credit Hours

The Management/Human Resources career path prepares students for careers in human resource departments of business and government. Students will study the challenges facing human resources organizations in social and economic environments. This program offers a practical understanding of wages, salaries, hiring and benefit systems.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
*MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3

Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
*ECO 210	Macroeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3

Total 15

Third Semester – Summer

CPT 220	E-Commerce	3
MGT 160	Managerial Motivation	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3

Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 121	Business Law	3
ACC 150	Payroll Accounting	3
MGT 201	Human Resources Mgmt	3
MKT 130	Customer Svc Principles	3

Total 15

Fifth Semester – Spring

BUS 136	Compensation and Benefits Analysis	3
BUS 220	Business Ethics	3
MGT 255	Organizational Behavior	3

or

ECO 211	Microeconomics	3
BUS 210	Intro to e-Commerce in Bus	3
ELE MGF	Select from Human Resources Electives	3

Total 15

Management

Associate in Business

Leadership Development Career Path

Credit Requirements: 69 Semester Credit Hours

The Management/Leadership Development career path develops leadership skills and provides students with an understanding of the basic functions of management. The program prepares students with a foundation to build personal skills, develop effective work teams, and enhance workplace and individual performance. The program includes a major emphasis in the development of group and individual competencies in effective oral communication skills.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
Total		12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Total		15

Third Semester – Summer

CPT 220	e-Commerce	3
MGT 160	Managerial Motivation	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
Total		12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MGT 201	Human Resource Management	3
MGT 250	Situational Supervision	3
MKT 120	Sales Principles	3
Total		15

Fifth Semester – Spring

BUS 220	Business Ethics	3
MGT 240	Management Decision Making	3
MKT 260	Marketing Management	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
ELE MGL	Select one course from Leadership Development Electives	3
Total		15

Management

Associate in Business

Transportation and Logistics Career Path

Credit Requirements: 69 Semester Credit Hours

The Management/Transportation and Logistics career path provides students with an understanding of transportation and logistics and their economic impact on the business environment. The program prepares students to better understand transportation infrastructure, importing/exporting, warehousing, shipping and customer service.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MGT 101	Principles of Management	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
Total		12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
TRL 101	Introduction to Transportation	3
Total		15

Third Semester – Summer

MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
BUS 220	Business Ethics	3
MMT 110	Inventory Management	3
TRL 103	Logistics Management	3
Total		12

Fourth Semester – Fall

BAF 101	Personal Finance	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
TRL 104	Transportation Administration	3
TRL 105	Warehousing	3
Total		15

Fifth Semester – Spring

BUS 121	Business Law I	3
CPT 220	e-Commerce	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3
ELE MGT	Select one course from Transportation and Logistics Electives	3

Total 15

Telecommunications Systems Management

Associate in Computer Technology

Credit Requirements: 72 Semester Credit Hours

The Telecommunications Systems Management program prepares students for entry level or higher positions as help desk and PC support, network administrators, network managers, network designers, network engineers, system administrators, routing and switching specialists, Linux/UNIX system administrators or network security specialists. Students have the option of acquiring a set of basic skills in a number of Information Technology disciplines or focusing in one discipline (for example, routing and switching) to acquire the higher level skill sets of a Cisco Certified Network Professional. With eight department electives, students can design the degree program which best fits their job requirements or their own goals and ambitions. Courses help students prepare for a myriad of IT vendor and vendor neutral certification exams. TTC is a Cisco Networking Academy for both the Cisco Certified Network Associate and the Cisco Certified Network Professional academic programs. TTC is also an MSDN Academic Alliance partner.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
CPT 209	Computer Systems Management	3
ENG 101	English Composition I	3
IST 220	Data Communications	3

Total 15

Second Semester

CPT 210	Computer Resource Management	3
IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3

Total 15

Third Semester

CPT 220	e-Commerce	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3

Total 12

Fourth Semester

IST 293	IT and Data Assurance I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3

Total 15

Fifth Semester

ECO 210	Macroeconomics	3
ENG 260	Advanced Technical Communications	3
ELE TSM	Select nine hours from Telecommunications Systems Management Electives	3
Total		15

A+/Network+ Technician

Certificate: Computer Technology

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

Bank Teller

Certificate: Business

Credit Requirements: 24 Semester Credit Hours

This program prepares you for entry-level employment as a bank teller. You will gain working knowledge of the banking industry including, but not limited to, the industry's terminology, records and scope of diverse services. Communication and customer skills are a priority for employment.

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

AOT 134	Office Communications	3
*AOT 163	Word Processing	3
CPT 101	Introduction to Computers	3
PSY 110	Applied Psychology	3
Total		12

Second Semester

**AOT 137	Office Accounting	3
BAF 215	Money and Banking	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
Total		12

**Prerequisite of AOT 105 or equivalent*

***May substitute ACC 101*

Bookkeeping

Certificate: Business

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
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Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 102	Managerial Accounting	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: Business

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

Third Semester – Summer

CPT 270	Advanced Microcomputer Applications	3
MGT 240	Management Decision Making	3

Total 6

Cisco Certified Network Associate

Certificate: Computer Technology

Credit Requirements: 18 Semester Credit Hours

This program is delivered by TTC in its role as a Cisco Networking Academy and prepares students for entry-level jobs in companies with TCP/IP or IPX networks. Students learn the fundamentals of networking and internetworking, basic router and switch configuration, and troubleshooting in a diverse learning environment that includes instructor-led, Web-based and hands-on lab settings.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. The program qualifies students to pursue a number of industry-standard certifications, including the Cisco Certified Network Associate (CCNA).

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3

Total 6

Second Semester

IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3

Total 6

Third Semester

IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3

Total 6

Cisco Certified Network Professional

Certificate: Computer Technology

Credit Requirements: 12 Semester Credit Hours

This program is delivered by TTC in its role as a Cisco Networking Academy. It provides students with advanced knowledge of networks. Students learn to install, configure, and operate LAN, WAN, and dial-access services for organizations with networks from 100 to more than 500 nodes including but not limited to these protocols and services: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, and Transparent and Translational Bridging. Classes prepare students for the four exams required to obtain the Cisco Certified Network Professional credential.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. The prerequisite for this program is IST 204 or possession of a valid Cisco Certified Network Associate (CCNA) credential.

Recommended Sequence of Courses

First Semester

IST 205	Cisco Advanced Routing	3
IST 206	Cisco Remote Access	3
		Total 6

Second Semester

IST 207	Cisco Multilayer Switching	3
IST 208	Cisco Internetwork Troubleshooting	3
		Total 6

Computer Game Design

Certificate: Computer Technology

Credit Requirements: 24 semester Credit Hours

The Computer Game Design Certificate provides students with the skills to understand and apply computer game design and development concepts. Students are prepared for entry-level employment in game design and related fields. Topics covered include game programming fundamentals, game math and physics, 2D and 3D graphics and animation.

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
CPT 232	C++ Programming I	3
ARV 217	Computer Imagery	3
		Total 9

Second Semester

CPT 233	C++ Programming II	3
ARV 222	Computer Animation	3
ARV 247	3D Animation III	3
		Total 9

Third Semester

CPT 288	Computer Game Development	3
ARV 225	Advanced Computer Animation	3
		Total 6

Computer Network Technician

Certificate: Computer Technology

Credit Requirements: 27 Semester Credit Hours

This program prepares you for network technician jobs. It is designed for students who are employed in businesses that use or plan to use a computer network and need on-site primary support. 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 166	Network Fundamentals	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 253	LAN Service and Support	3
		Total 9

Third Semester

IST 164	Implementing Windows Network Infrastructure Services	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 191	Linux System Administration	3
		Total 9

Corporate Quality

Certificate: Business

Credit Requirements: 24 Semester Credit Hours

This certificate program identifies the fundamentals of quality and management responsibilities in a total quality environment. This certificate also addresses statistical process control, manufacturing methods, cost-of-quality, corrective action procedures and auditing methods in both the manufacturing and service environments. This program provides students with the tools to better integrate and implement the principles and concepts of total quality in their work environment.

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

MGT 235	Production Management	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
		Total 9

Second Semester – Spring

QAT 110	Manufacturing Methods	3
QAT 201	Quality Cost Analysis/Auditing	3
QAT 240	Advanced Quality Concepts	3
		Total 9

Third Semester – Summer

QAT 150	Total Quality Management Improvement	3
QAT 232	Statistical Quality Control	3
		Total 6

Customer Service

Certificate: Business

Credit Requirements: 27 Semester Credit Hours

This certificate provides skills that assist individuals to succeed in the competitive workplace of the 21st century. Studies in customer service/customer relations, sales principles, ethics, problem solving and decision making, interpersonal relations and communication augment the traditional skills required in business and industry.

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

MKT 101	Marketing	3
MKT 110	Retailing	3
PSY 110	Applied Psychology	3
QAT 105	Total Quality Systems	3
		Total 12

Second Semester – Spring

MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
MKT 250	Consumer Behavior	3
		Total 9

Third Semester – Summer

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
SPC 209	Interpersonal Communication	3
		Total 6

Database

Certificate: Computer Technology

Credit Requirements: 18 Semester Credit Hours

This certificate prepares students for employment with companies looking for database professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any database environment. The curriculum uses both MS Access and Oracle to teach students how to design, build, manipulate and maintain business database management systems. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3

or

CPT 232	C++ Programming I	3
CPT 172	Microcomputer Database	3

Total 9

Second Semester

CPT 207	Complex Computer Applications	3
CPT 242	Database	3

Total 6

Third Semester

IST 272	Relational Database	3
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Total 3

e-Commerce

Certificate: Business

Credit Requirements: 27 Semester Credit Hours

This certificate provides students with a broad overview of Internet training and applications within a small business and marketing communication environment. The certificate introduces students the Internet and how it is changing business, communication, supply chain functions, marketing and trading practices. Additionally, students gain experience in Web site design, and the business opportunities and potential of e-Commerce.

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

BUS 210	Introduction to e-Commerce in Business	3
CPT 174	Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3

Total 9

Second Semester – Spring

CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
MKT 110	Retailing	3

Total 9

Third Semester – Summer

CPT 179	Microcomputer Word Processing	3
MGT 230	Managing Information Resources	3
MKT 260	Marketing Management	3

Total 9

Information Processing

Certificate: Business

Credit Requirements: 36 Semester Credit Hours

The Information Processing certificate program provides you with entry-level information processing skills.

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

AOT 134	Office Communications	3
AOT 161	Records Management	3
*AOT 163	Word Processing	3
CPT 101	Introduction to Computers	3

Total 12

Second Semester

AOT 260	Office Word Processing Applications	3
AOT 265	Office Desktop Publishing	3
IST 225	Internet Communications	3
MKT 130	Customer Service Principles	3

Total 12

Third Semester

AOT 250	Advanced Information Processing	3
BUS 220	Business Ethics	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3

Total 12

**Prerequisite of AOT 105 or equivalent*

***Must be taken last semester*

International Business

Certificate: Business

Credit Requirements: 26 Semester Credit Hours

This certificate develops the basic skills necessary to enter the international business environment. The certificate includes studies in the areas of international business, marketing and management. Students are exposed to the power of the Internet

along with cultural and political issues within the international business community. Students also study a foreign language(s) as a foundation to understanding the social and communication issues within that environment.

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

BUS 250	Introduction to International Business	3
ECO 207	International Economics	3
CPT 220	e-Commerce	3
Total 9		

Second Semester – Spring

BUS 220	Business Ethics	3
PSC 220	Introduction to International Relations	3
ELE FLG1	Select a foreign language elective	4
Total 10		

Third Semester – Summer

BUS 176	International Marketing	3
ELE FLG1	Select a foreign language elective	4
Total 7		

Internet Programming

Certificate: Computer Technology

Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for Internet programming professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any Internet programming environment. The curriculum uses many of the current programming languages to teach students how to design, build, manipulate and maintain business Web sites. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 220	e-Commerce	3
CPT 114	Computers and Programming	3
or		
CPT 232	C++ Programming I	3
Total 9		

Second Semester

CPT 239	Active Server Pages	3
CPT 283	PHP Programming	3
IST 239	Datum and JavaScript	3
Total 9		

Leadership Development

Certificate: Business

Credit Requirements: 24 Semester Credit Hours

This certificate program provides you with the necessary skills to succeed in the competitive workplace of the 21st century. Studies in leadership, supervision, business technology and decision making augment the traditional skills required in business and industry.

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

BUS 220	Business Ethics	3
MGT 101	Principles of Management	3
BUS 210	Introduction to e-Commerce in Business	3
Total 9		

Second Semester – Spring

IDS 201	Leadership Development	3
MGT 160	Managerial Motivation	3
MGT 250	Situational Supervision	3
Total 9		

Third Semester – Summer

MGT 240	Management Decision Making	3
MGT 270	Managerial Communication	3
Total 6		

Medical Office Specialist

Certificate: Business

Credit Requirements: 35 Semester Credit Hours

The Medical Office Specialist program prepares you for front office work in a physician's office.

Courses cover medical vocabulary, document production and office procedures.

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

AHS 104	Medical Vocabulary/Anatomy	3
AOT 134	Office Communications	3
AOT 161	Records Management	3
*AOT 163	Word Processing	3
		Total 12

Second Semester – Spring

**AOT 137	Office Accounting	3
AOT 212	Medical Document Production	3
AOT 260	Office Word Processing Applications	3
HIM 110	Health Information Science I	3
		Total 12

Third Semester – Fall

AHS 105	Medical Ethics and Law	2
AOT 252	Medical Systems and Procedures	3
HIM 130	Billing and Reimbursement	3
MGT 110	Office Management	3
		Total 11

**Prerequisite of AOT 105 or equivalent*

***May substitute ACC 101*

Medical Transcriptionist

Certificate: Business

Credit Requirements: 32 Semester Credit Hours

The Medical Transcriptionist program prepares you to transcribe medical records. Courses cover medical terminology, human anatomy, physiology and skills in information processing. Medical transcriptionists are employed in hospitals, clinics, nursing homes and physicians' offices.

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

AHS 104	Medical Vocabulary/Anatomy	3
AHS 170	Fundamentals of Disease	3
AOT 134	Office Communications	3
*AOT 163	Word Processing	3
		Total 12

Second Semester – Spring

AHS 121	Basic Pharmacology	2
AOT 122	Medical Transcription	3
AOT 260	Office Word Processing Applications	3
BIO 112	Basic Anatomy and Physiology	4
		Total 12

Third Semester – Summer

AHS 105	Medical Ethics and Law	2
AOT 222	Advanced Medical Transcription	3
AOT 254	Office Simulation	3
		Total 8

**Prerequisite of AOT 105 or equivalent*

Microcomputer Business Applications

Certificate: Computer Technology

Credit Requirements: 12 Semester Credit Hours

The Microcomputer Business Applications program prepares you for microcomputer (personal computer) business applications specialist jobs. It is for students who are employed in businesses that use or want to use microcomputer word processing, spreadsheet and database software packages. Microsoft Windows, Word, Excel and Access are thoroughly explored in this program.

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 179	Microcomputer Word Processing	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester		
CPT 172	Microcomputer Database	3
		Total 3

Microcomputer Expert User

Certificate: Computer Technology
Credit Requirements: 18 Semester Credit Hours

The Microcomputer Expert User program trains students to the level of expert in all applications in the Microsoft Office suite and Microsoft FrontPage. It prepares students to take the Microsoft Office Expert Specialist certification exam. This exam provides a benchmark to validate users' skills in using Office. It measures their Office skills and proves their ability to get the most out of Office. A Microsoft Office Expert Specialist designation distinguishes a worker from his/her peers as truly knowledgeable in using Microsoft Office products and makes that individual more competitive in a tight job market.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses

First Semester		
CPT 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
ACC 245	Accounting Applications	3

or

CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester

CPT 207	Complex Computer Applications	3
CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
		Total 9

Microcomputer Programming

Certificate: Computer Technology
Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for programming professionals. Starting with a basic computer class, students progress in a step-by-step, class-by-class methodology that takes them to a skill level where they can work in any programming environment. The curriculum uses many of the current programming languages. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
		Total 9

Second Semester

CPT 233	C++ Programming II	3
		Total 3

Third Semester

Take two of the following three courses:

CPT 212	Visual Basic Programming	3
CPT 236	Introduction to Java Programming	3
CPT 244	Data Structures	3
		Total 6

Microsoft Network Operations

Certificate: Computer Technology
Credit Requirements: 27 Semester Credit Hours

This program prepares you for computer network operations specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses the Microsoft Windows Server operating system in a LAN and/or WAN environment.

This program is designed to prepare you for the examinations required to achieve certification as a Microsoft Certified Systems Engineer (MCSE).

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 161	Introduction to Network Administration	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 163	Internet Server Network Configuration	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 164	Implementing Windows Network Infrastructure Services	3
IST 259	Electronic Messaging	3
IST 263	Designing Windows Network Security	3
		Total 9

Network Security

Certificate: Computer Technology

Credit Requirements: 24 Semester Credit Hours

This program is designed for individuals who have experience or training in network operations. This program prepares you for network security specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses a LAN and WAN environment to accomplish its business objectives. This program presents the knowledge and skills needed to use the Internet as a secure link between corporate and partner LANs. It is designed to help you prepare for a number of certification examinations including CompTIA: Security+ and Microsoft: Designing Security for a Microsoft Windows Network.

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

IST 161	Introduction to Network Administration	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 263	Designing Windows Network Security	3
IST 293	IT and Data Assurance I	3
IST 294	IT and Data Assurance II	3
		Total 9

Professional Accountancy

Certificate: Business

Credit Requirements: 27 Semester Credit Hours

This certificate is designed for the nontraditional market not currently being served by the associate degree in accounting. For example, some individuals may need 24 or more accounting hours to advance in civil service or private business accounting positions.

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 proficiency in accounting principles.

Recommended Sequence of Courses

First Semester

ACC 201	Intermediate Accounting I	3
ACC 124	Individual Tax Procedure	3
ACC 265	Not-for-Profit Accounting	3
		Total 9

Second Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
		Total 9

Third Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ACC 245	Accounting Applications	3
		Total 9

Small Business/ Entrepreneurship

Certificate: Business

Credit Requirements: 24 Semester Credit Hours

This certificate offers students the opportunity to focus on entrepreneurial aspects of business. Instructional topics include evaluation, planning, communication, supervision and business database management. The certificate also gives students the foundation to successfully venture into the 21st century in a small business environment.

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

BUS 112	Service Management Systems	3	
CPT 220	e-Commerce	3	
MGT 120	Small Business Management	3	
			Total 9

Second Semester – Spring

CPT 174	Microcomputer Spreadsheets	3	
MGT 210	Employee Selection and Retention	3	
MGT 250	Situational Supervision	3	
			Total 9

Third Semester – Summer

MKT 130	Customer Services Principles	3	
MKT 240	Advertising	3	
			Total 6

Transportation and Logistics

Certificate: Business

Credit Requirements: 24 Semester Credit Hours

This certificate program provides students with an academic foundation in several areas: transportation, customer service management, logistics, warehousing, export/import, shipping and commercial motor carrier. Students who complete this certificate have potential for employment as a dispatcher, operations specialist, and shipping and receiving and warehouse specialist. This certificate may be applied to the Transportation and Logistics career path.

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

TRL 101	Introduction to Transportation	3	
TRL 102	Customer Service Management	3	
TRL 103	Logistics Management	3	
			Total 9

Second Semester – Spring

MMT 110	Inventory Management	3	
TRL 104	Transportation Administration	3	
TRL 105	Warehousing	3	
			Total 9

Third Semester – Summer

TRL 106	Export/Import	3	
TRL 107	Commercial Motor Carrier	3	
			Total 6

UNIX Systems Operations

Certificate: Computer Technology

Credit Requirements: 18 Semester Credit Hours

This program prepares you for computer network operations specialists jobs. It is ideal if you are employed in a business that uses the UNIX operating system in a LAN or WAN environment. 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

IST 166	Network Fundamentals	3	
IST 190	Linux Essentials	3	
			Total 6

Third Semester

IST 191	Linux System Administration	3	
IST 192	Linux Network Applications	3	
			Total 6

