

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.