

# 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.

**Recommended Sequence of Courses****First Semester**

ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition	3
		<b>Total 12</b>

**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
		<b>Total 15</b>

# 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
		<b>Total 9</b>

**Second Semester – Spring**

CPT 174	Microcomputer Spreadsheets	3
BUS 210	Introduction to e-Commerce in Business	3
MGT 230	Managing Information Resources	3
		<b>Total 9</b>

**Third Semester – Summer**

CPT 270	Advanced Microcomputer Applications	3
MGT 240	Management Decision Making	3
		<b>Total 6</b>

# Cisco Certified Network Associate

**Certificate in Applied Science****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 201	Cisco Internetworking Concepts	3
IST 220	Data Communications	3
		<b>Total 9</b>

**Second Semester**

IST 202	Cisco Router Configuration	3
IST 203	Advanced Cisco Router Configuration	3
		<b>Total 6</b>

**Third Semester**

IST 204	Cisco Troubleshooting	3
		<b>Total 3</b>