

## Recommended Sequence of Courses

### First Semester – Fall

MKT 101	Marketing	3
MKT 110	Retailing	3
QAT 105	Total Quality Systems	3

**Total 9**

### 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
<b>or</b>		
CPT 102	Basic Computer Concepts	3
SPC 209	Interpersonal Communication	3

**Total 6**

## Database

### Certificate in Applied Science

#### 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
<b>or</b>		
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 in Applied Science

#### 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 to 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**

## International Business

### Certificate in Applied Science

#### 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.