

# Internet Programming

## Certificate in Applied Science

### 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 websites.

### Recommended Sequence of Courses

#### First Semester

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

#### Second Semester

CPT 239	Active Server Pages	3
CPT 283	PHP Programming I	3
IST 239	Datum and JavaScript	3
		<b>Total 9</b>

# Leadership Development

## Certificate in Applied Science

### 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
IMG 233	Industrial Supervision	3
MGT 101	Principles of Management	3
		<b>Total 9</b>

## Second Semester – Spring

IDS 201	Leadership Development	3
MGT 160	Managerial Motivation	3
MGT 250	Situational Supervision	3
		<b>Total 9</b>

## Third Semester – Summer

MGT 240	Management Decision Making	3
MGT 270	Managerial Communication	3
		<b>Total 6</b>

# Medical Office Specialist

## Certificate in Applied Science

### Credit Requirements: 37 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
AHS 105	Medical Ethics and Law	2
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 179	Microcomputer Word Processing	3
		<b>Total 12</b>

## Second Semester – Spring

AOT 107	Keyboarding Lab II	1
*AOT 137	Office Accounting	3
AOT 252	Medical Systems and Procedures	3
HIM 110	Health Information Science I	3
MGT 110	Office Management	3
		<b>Total 13</b>

## Third Semester – Fall

AOT 161	Records Management	3
AOT 212	Medical Document Production	3
CPT 174	Microcomputer Spreadsheets	3
HIM 130	Billing and Reimbursement	3
		<b>Total 12</b>

*\*May substitute ACC 101*