

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

ELE FLG1

FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
GER 101	Elementary German I	4
GER 102	Elementary German II	4
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

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 Web sites.

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 I	3
IST 239	Datum and JavaScript	3
		Total 9

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.

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Recommended Sequence of Courses

First Semester – Fall

BUS 210	Introduction to e-Commerce in Business	3
BUS 220	Business Ethics	3
MGT 101	Principles of Management	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 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
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3

Total 13

Second Semester – Spring

AHS 105	Medical Ethics and Law	2
AOT 107	Keyboarding Lab II	1
*AOT 137	Office Accounting	3
AOT 212	Medical Document Production	3
HIM 110	Health Information Science I	3

Total 12

Third Semester – Fall

AOT 161	Records Management	3
AOT 252	Medical Systems and Procedures	3
HIM 130	Billing and Reimbursement	3
MGT 110	Office Management	3

Total 12

**May substitute ACC 101*

Medical Transcriptionist

Certificate in Applied Science

Credit Requirements: 31 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 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 179	Microcomputer Word Processing	3

Total 13

Second Semester – Spring

AHS 105	Medical Ethics and Law	2
AHS 121	Basic Pharmacology	2
AOT 107	Keyboarding Lab II	1
AOT 122	Medical Transcription	3
BIO 112	Basic Anatomy and Physiology	4

Total 12

Third Semester – Summer

AOT 222	Advanced Medical Transcription	3
AOT 254	Office Simulation	3

Total 6

Microcomputer Business Applications

Certificate in Applied Science

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
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Total 9

Second Semester

CPT 172	Microcomputer Database	3
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Total 3