

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

Total 9

Second Semester

CPT 172	Microcomputer Database	3
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Total 3

Microcomputer Expert User

Certificate in Applied Science

Credit Requirements: 18 Semester Credit Hours

The Microcomputer Expert User program trains students to the level of expert in all applications in the Microsoft Office suite and Microsoft SharePoint Designer.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. 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 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
ACC 245	Accounting Applications	3

or

CPT 174	Microcomputer Spreadsheets	3
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Total 9

Second Semester

CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3

CPT 290	Microcomputer Multimedia Concepts and Applications	3
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Total 9

Microcomputer Programming

Certificate in Applied Science

Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for programming professionals. Starting with a basic computer class, students progress in a step-by-step, class-by-class methodology that takes them to a skill level where they can work in any programming environment. The curriculum uses many of the current programming languages.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3

Total 9

Second Semester

CPT 233	C++ Programming II	3
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Total 3

Third Semester

Take two of the following three courses:

CPT 212	Visual Basic Programming	3
CPT 236	Introduction to Java Programming	3
CPT 244	Data Structures	3

Total 6