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 I	3
		Total 12

Second Semester

ACC 102	Accounting Principles II	3
ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
		Total 15

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 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
		Total 9

Second Semester – Spring

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

Third Semester – Summer

CPT 270	Advanced Microcomputer Applications	3
MGT 240	Management Decision Making	3
		Total 6

Cisco Certified Network Associate

Certificate in Applied Science
Credit Requirements: 15 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 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 Entry Network Technician (CCENT) and Cisco Certified Network Associate (CCNA).

Recommended Sequence of Courses
First Semester

IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
		Total 6

CompTIA Systems Specialist

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This program teaches students to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. Students also learn basic installation and troubleshooting knowledge of DOS/Windows. Basic knowledge of networking technology and practices is covered. This program helps prepare students for the Comp TIA Security+, A+, Network+ and Linux+ certification exams. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.