

# 2018-2019 TTC Catalog

## Microcomputer Business Applications

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### Certificate in Applied Science

#### 12 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.

#### Major Requirements

ACC 245 Accounting Applications 3

or

CPT 174 Microcomputer Spreadsheets 3

CPT 172 Microcomputer Database 3

CPT 179 Microcomputer Word Processing 3

CPT 290 Microcomputer Multimedia Concepts and Applications 3

Total: 12

#### Admission Requirements

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.