2018-2019 TTC Catalog

Microcomputer Expert User

Microcomputer Expert User

Certificate in Applied Science
18 Credit Hours

The Microcomputer Expert User program prepares you for microcomputer (personal computer) business applications specialist jobs requiring advanced skills. Microsoft Windows, Word, Excel, Access, PowerPoint and Project, Publisher and Outlook are thoroughly explored in this program. This program helps students prepare for Microsoft Office Specialist certificate exams.

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 270 Advanced Microcomputer Applications 3
CPT 290 Microcomputer Multimedia Concepts and Applications 3
CPT 295 Desktop Publishing Applications 3

Total: 18

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.