

Microcomputer Applications Specialist Certificate



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**Business, Management, Marketing &
Technology Career Pathway**

MICROCOMPUTER APPLICATION SPECIALIST – CERTIFICATE (MCSP.CERT)

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|-------------------------------------|-----|
| Minimum credits:..... | 31 |
| Minimum cumulative GPA:..... | 2.0 |
| Minimum grade in all courses: | 2.0 |
| Minimum JCC credits: | 12 |
| MACRAO agreement:..... | No |

GENERAL EDUCATION REQUIREMENTS – (12 credits)

Take the following:

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

Choose one of the following:

- SPH 231 Communication Fundamentals
- or SPH 240 Interpersonal Communication

MICROCOMPUTER APPLICATIONS SPECIALIST CORE REQUIREMENTS – (19 credits)

Take the following:

- CIS 012 Microsoft® Windows® Workshop
- CIS 013 Operating System: UNIX
- CIS 016 Microsoft® DOS® Workshop
- CIS 045 Web Page Design I (Dreamweaver®)
- CIS 101 Introduction to Computer Systems
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 177 Network+/Networking Fundamentals