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# Microcomputer Applications Specialist Certificate



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

Minimum credits:	38
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

### GENERAL EDUCATION REQUIREMENTS – (12 credits)

CIS 101 Introduction to Computer Systems	3
ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

### MICROCOMPUTER APPLICATIONS SPECIALIST CORE REQUIREMENTS – (26 credits)

CIS 012 Microsoft® Windows® Workshop	1
CIS 013 Operating System: UNIX	1
CIS 016 Microsoft® DOS® Workshop	1
CIS 023 Microsoft® FrontPage® Workshop	1
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3
CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3
CIS 130 Desktop Publishing (Adobe® PageMaker®)	3
CIS 143 HTML	2
CIS 160 Programming in Visual Basic.NET	3
CIS 177 Network + /Networking Fundamentals	3