

## Microcomputer Applications Specialist Certificate



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



www.jccmi.edu

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 136 Integrated Design I.....	3
CIS 143 HTML .....	2
CIS 160 Programming in Visual Basic.NET.....	3
CIS 177 Network + /Networking Fundamentals.....	3