

Central Texas College District

Certificate of Completion in Computer Helpdesk Specialist (CC-CSIC)

eArmyU/All Sites: Distance Learning. Fort Hood, TX; Fort Polk, LA; Fort Richardson, AK; Fort Wainwright, AK; Pope AFB, NC; TX ARNG. Japan: Camp Zama; Yokota AB; Misawa AB. Korea: Camp Carroll; Camp Casey; Camp Colbern; Camp Henr;, Camp Hovey; Camp Humphreys; Camp Long; Camp Red Cloud; Camp Stanley; K-16 Army Airfield; Kunsan AB; Osan AB; Yongsan AG.
Okinawa: Kadena AB.

Degree Objective- Prepares completers for office technology positions with an emphasis on computer applications. The certificate plan comprises 32 semester hours in word processing, spreadsheets, database, and basic PC operating systems. All courses will articulate into the two-year CTC Information	POINT OF CONTACT Denise Hazlett, Director of Evaluations P.O. Box 1800, Killeen, TX 76540 (254) 526-1394 or (800) 792-3348, ext. 1394 (254) 526-1481 ctc.socad@ctcd.edu www.ctcd.edu						
Academic Residency- 8 semester hours							
DEGREE REQUIREMENTS	SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/LIC	DIST LRNG See Note 2
Core Requirements	31-32 SH						
COSC 1300 Introduction to Computing OR	3	X	X	X	X	X	X
IMED 1416 Web Design I	4	X					X
ITNW 1437 Introduction to the Internet	4	X	X				X
ITSC 1405 Introduction to PC Operating Systems	4	CS064A	X	X		X	X
ITSC 1409 Integrated Software Applications I	4	OF033A	X	X			X
ITSC 2439 Personal Computer Help Desk Support	4		X				X
ITSW 1401 Introduction to Word Processing	4	OF006A	X	X	X		X
ITSW 1404 Introduction to Spreadsheets	4	OF034A	X	X			X
ITSW 1407 Introduction to Database	4	CS067A	X	X			X
Free Electives*	0-1 SH						
Free Elective		X	X	X	X	X	X
Total Credits	32 SH						

- Notes:**
- 1) An "X" in a column indicates that the Institution guarantees to accept credit from the source shown for at least part of the requirement.
 - 2) This column indicates whether a school accepts transfer credit for courses taken through distance learning. It does not mean that the school offers the course through distance learning.
 - 3) Only lower-level courses are accepted in transfer unless a CTC equivalent course is listed in the appropriate SOC transfer guarantee.
- *If a student takes a 3 SH course in place of a 4 SH required computer science course, the student may make up the remaining semester hour through a free elective. The student may use credit awarded for MOS or military service school.

Date effective: 1-Jul-09