

Central Texas College District
Certificate of Completion in Microcomputer Specialist (CC-MISP)
Fort Hood, TX

Degree Objective- Prepares completers for entry-level employment in jobs that require the use of basic computer applications. Student has a choice of completing 12 semester credit hours in various software applications such as word processing, spreadsheets, database, Power Point, email, and Front Page.	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- 3 semester hours	

DEGREE REQUIREMENTS			SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/ LIC	DIST LRNG See Note 2
Core Requirements		4 SH							
MTCS 1173	Introduction to Computers	1		X	X	X			X
MTMC 1171	Spreadsheet Applications	1		X	X	X			X
MTMC 1172	Word Processing Applications	1		X	X	X			X
MTMC 2179	MS Access Applications Development	1		X	X				X
Core-Related Electives		8							
MTCS 1175	Basic Keyboarding for Computers	1		X	X	X			X
MTMC 1170	Internet	1		X	X	X			X
MTMC 1174	Microsoft Outlook	1		X	X	X			X
MTMC 1175	Web Page Development I	1		X	X				X
MTMC 1176	Microsoft PowerPoint	1		X	X	X			X
MTMC 2171	Microsoft Excel Advanced	1		X	X	X			X
MTMC 2172	Microsoft Word Advanced	1		X	X	X			X
MTMC 2175	Web Page Development II	1		X	X				X
MTMC 2176	Microsoft Access Advanced	1		X	X	X			X
MTMC 2177	Database Analysis Using Excel	1		X	X				X
MTMC 2178	MS Large Documents Generation in Word	1		X	X				X
Total Credits		12 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.

Date Effective: 01-Jan-09