

Last Name	First Name	MI	ID No.	Date

THEA NOT REQUIRED

Freshman Year Sem I	Sub No.	Grade	Freshman Year Sem II	Sub No.	Grade
COSC 1301 Microcomputer Applications (FA/SP/SU/Online/Hybrid Lab)			Network Elective: ITNW 1320-NetWare Admin ³ OR ITNW 1354- Implementing and Supporting Servers ⁴ OR ITCC 1310 – CISCO Discovery I ⁵		
COSC 1336 Programming Fundamentals I (offered FA/SP/SU/Online)			ITSC 2339 Personal Computer Help Desk ⁶ OR Computer Internship ⁶ (offered FA Hybrid)		
ITNW 1337 Introduction to Internet ¹ (offered FA/SP/SU/Online)			ITSW 1307 Introduction to Database (offered FA/SP/SU/Online)		
ITSC 1305 Introduction to PC Operating Systems (offered FA/SP/SU/Online)			ITSE 1331- Intro to Visual BASIC Programming OR ITSE 1311 Beginning Web Programming (offered FA and SP)		
POFT 1301 Business English			ITSW 1301 Word Processing ¹		
POFT 1227 Introduction to Keyboarding ^{1,2}					
Total Hours Recommended: 15/17			Total Hours Recommended: 15/16		

SUMMER I	Sub No.	Grade	¹ These courses may be eligible for articulation with some high schools. Please check with your high school counselor for more information. ² May be waived if the student has passed Timed Writing Test. ³ MCC is a Novell Education Academic Partner. This course is certified by Novell, Inc. and covers competencies included on the CNA (Certified NetWare Administrator) or CNE (Certified NetWare Engineer) exam. ⁴ This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Engineer (MCSE) certification. ⁵ MCC is a local CISCO Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification. ⁶ This course is designed as a Capstone course and will integrate knowledge and skills from previous courses. This Capstone course should be taken in the student's last Fall or Spring semester before graduation.
ACNT 1303 Introduction to Accounting I ¹			
ITSC 1325 PC Hardware (offered FA/SP/SU)			
ITSW 1304 Introduction to Spreadsheets (offered FA/SP/SU/Online)			
Total Hours Recommended: 9			

I plan to receive the **CERTIFICATE in MICROCOMPUTER APPLICATIONS**. I understand this certificate plan will determine my eligibility for graduation and all course substitutions must be approved by the Dean of Workforce education. I must earn a minimum of **39 to 42 semester college-level credit hours** and must meet all other requirements.

Advisor's Signature

Student's Signature

(FA-Fall SP-Spring SU-Summer)