



**CERTIFICATE OF MICROCOMPUTERS APPLICATIONS/
SOFTWARE APPLICATIONS SPECIALIST**
Official Degree Plan Of Office Technology Careers
McLENNAN COMMUNITY COLLEGE

Career Cluster is



Last Name	First Name	MI	I.D. Number	Date

Is remediation required? Yes No

THEA passed: Reading Math Writing

Freshman Year Sem I	Sub No.	Grade	Sophomore Year Sem I	Sub No.	Grade
POFT 1227-Intro to Keyboarding ^{1,2} OR POFT 2203-Speed & Accuracy Building			POFI 2340- Advanced Word Processing		
POFT 1309-Admin. Office Procedures I			POFT 2486 OR POFT 2487 - Internship Administrative Asst. ^{3,4} (depending on the semester taken)		
POFT 1301-Business English			ARTC 2313 – Digital Publishing II		
ARTC 1302-Digital Imaging I			POFT 2301- Intermediate Keyboarding		
Total Hours Recommended: 11			Total Hours Recommended: 13		
Freshman Year Sem II	Sub No.	Grade	¹ May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required. ² May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor. ³ Students must meet Guidelines for Internships (see general catalog) and have approval of the program director to enroll in this course. ⁴ POFT 2486 and 2487 are CAPSTONE courses that bring together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.		
ITSW 1301-Intro to Word Processing ²					
ITSW 1307-Intro to Database OR ITNW 1337-Intro to the Internet ²					
ARTC 1313-Digital Publishing I ² (Offered Only in Spring)					
ITSW 1304-Intro to Spreadsheet					
Total Hours Recommended: 12					

I plan to receive the **CERTIFICATE OF MICROCOMPUTER APPLICATION /SOFTWARE APPLICATIONS SPECIALIST**. 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 **36 semester college-level credit hours** and must meet all other requirements.

Advisor's Signature

Student's Signature