



## Business, Management, Marketing & Technology Pathway

### Microcomputer Applications Specialist Associate in Applied Science

Students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the microcomputer in modern business and is designed to assist students develop skills in the use of microcomputer applications.

Depending upon the curriculum students choose, career choices may include applications specialist, information office manager, end user support technician, information systems associate, personal computer (PC) coordinator, or software specialist.

Minimum credits: 61  
Minimum cumulative GPA: 2.0  
Minimum JCC credits: 12  
MACRAO agreement: No

#### GENERAL EDUCATION REQUIREMENTS (17 credits)

##### ENGLISH (3 credits)

ENG 131 Writing Experience . . . . .3

##### MATHEMATICS (3 credits)

MTH 120 Beginning Algebra  
or higher mathematics course . . . . .3

##### SCIENCE (4 credits)

Choose one of the following:

BIO 131 General Biology . . . . .4  
CEM 121 Chemistry of Life . . . . .4  
CEM 131 General Chemistry . . . . .4  
CEM 151 General Inorganic Chemistry . . . . .4  
GEL 160 Introduction to Geology . . . . .4  
NSC 131 Contemporary Science . . . . .4  
PHY 131 Conceptual Physics . . . . .4  
PHY 151 Astronomy . . . . .4

##### SOCIAL SCIENCE (3 credits)

ECN 231 Macroeconomics . . . . .3

##### HUMANITIES (3 credits)

Choose one of the following:

ART 112 Art History: Renaissance - Present . . . . .3  
ENG 236 Women in a Changing Society . . . . .3  
ENG 246 Short Story & Novel . . . . .3  
ENG 247 Poetry and Drama . . . . .3  
ENG 249 African American Literature . . . . .3  
ENG 252 Shakespeare . . . . .3  
ENG 255 American Literature - 19th Century . . . . .3  
ENG 256 American Literature - 20th Century . . . . .3  
ENG 257 World Literature I . . . . .3  
HUM 131 Cultural Connections . . . . .3  
MUS 131 Understanding Music . . . . .3  
PHL 231 Introduction to Philosophy . . . . .3  
PHL 232 Logic . . . . .3  
THR 116 Introduction to Theatre . . . . .3

#### HEALTH / PHYSICAL FITNESS (1 credit)

Choose one of the following:

HPF 160 Wellness . . . . .1  
HPF 168 Weight Training & Conditioning . . . . .2  
HPF 221 Jazz Techniques . . . . .3  
HPF 277 Stress Management . . . . .2  
HPF 278 Stress Management for Parents . . . . .2

#### RELATED REQUIREMENTS (16 credits)

ACC 211 General Accounting . . . . .4  
or ACC 231 Principles of Accounting . . . . .4  
BUS 101 Marketing . . . . .3  
or BUS 131 Introduction to Business . . . . .3  
ENG 232 Technical & Business Writing . . . . .3  
ITE 101 Information Technology Education . . . . .3

#### CHOOSE 3 CREDITS FROM THE FOLLOWING:

BUS 150 Leadership . . . . .3  
BUS 155 Human Resources Business . . . . .3  
BUS 234 Business Management . . . . .3  
BUS 236 Small Business Management . . . . .3  
BUS 243 Business Problems and Solutions . . . . .3

#### INFORMATION TECHNOLOGY EDUCATION REQUIREMENTS (28 credits)

ITE 047 Operating System - UNIX . . . . .1  
ITE 050 Internet . . . . .1  
ITE 067 MS DOS Workshop . . . . .1  
ITE 083 Windows Workshop . . . . .1  
ITE 092 PowerPoint Workshop . . . . .1  
ITE 112 Information Systems . . . . .3  
ITE 127 MS Access Comprehensive . . . . .3  
ITE 130 Microsoft Excel . . . . .3  
ITE 134 Visual BASIC . . . . .3  
ITE 171 Desktop Publishing . . . . .3  
ITE 186 Microsoft Word . . . . .3  
ITE 221 Netware Administration . . . . .3  
EET 110 PC Theory and Service . . . . .2