



## Business, Management, Marketing & Technology Pathway

### Microcomputer Applications Specialist Certificate

Minimum credits: 41  
Minimum cumulative GPA: 2.0  
Minimum JCC credits: 12  
MACRAO agreement: No

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
ENG 131	Writing Experience	.3
ENG 232	Technical & Business Writing	.3
MTH 120	Beginning Algebra or higher	.3

#### INFORMATION TECHNOLOGY REQUIREMENTS

(38 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 101	Information Technology Education	.3
ITE 112	Information Systems	.3
ITE 127	MS Access Comprehensive	.3

#### PLUS One course from the following: (3-4 credits)

ACC 211	General Accounting	.4
ACC 231	Principles of Accounting	.4
BUS 101	Marketing	.3
BUS 131	Introduction to Business	.3
BUS 150	Leadership	.3
BUS 155	Human Resources Business	.3

### Suggested Course Sequence

#### Two-Year Associate Degree

##### First Year, Fall Semester (15 credits)

ENG 131, MTH 120 or higher, ITE 101, ITE 186, ITE 067, EET 110

##### First Year, Winter Semester (16 credits)

ITE 130, ECN 231, ITE 112, BUS 101 or BUS 131, ITE 171, ITE 047

##### First Year, Spring Semester (1 credit)

Health/Physical Fitness course

##### Second Year, Fall Semester (14 credits)

ENG 232, ACC 211 or ACC 231, BUS 150 or BUS 155 or BUS 234 or BUS 236 or BUS 243, ITE 221, ITE 050

##### Second Year, Winter Semester (15 credits)

ITE 127, Science course, ITE 083, Humanities course, ITE 092, ITE 134

#### One-Year Certificate Degree

##### Fall Semester (17 credits)

ENG 131, ITE 050, ITE 083, ITE 101, ITE 130, ITE 134, ITE 186

##### Winter Semester (12 credits)

ITE 047, ITE 067, ITE 112, ITE 127, ITE 092, ITE 171

##### Spring Semester (3 credits)

MTH 120 or higher

##### Second Fall Semester (9-10 credits)

ACC 211 or ACC 231 or BUS 101 or BUS 131 or BUS 150 or BUS 155, ENG 232, ITE 221