

ZANE STATE COLLEGE

CURRICULUM FOR (BUSINESS) MICROCOMPUTER APPLICATIONS TECHNOLOGY

CLASSIFI.	OBOR	CRSE	NO	COURSE TITLE	LEC	LAB	CON	CRD
FALL QUARTER (1)								
T(B)	ACC		101	Financial Accounting	3	2	5	4
B	AOA		111	Office Keyboarding Skills I	1	5	6	3
T	BMC		102	Introduction to Windows	0	2	2	1
G	ENG*		150	Freshman Composition	5	0	5	5
G	IDS		101	College Success Strategies	<u>0</u>	<u>2</u>	<u>2</u>	<u>1</u>
					9	11	20	14
WINTER QUARTER (2)								
T	BMC		120	Excel	2	3	5	3
T	BMC		125	Introduction to Internet	2	3	5	3
G	ENG		180	Technical Writing	4	0	4	4
G	MTH**		111	Mathematics for Business	4	0	4	4
T				Technical Elective	<u>2</u>	<u>3</u>	<u>5</u>	<u>3</u>
					14	9	23	17
SPRING QUARTER (3)								
T	AOA		140	Word I	1	5	6	3
T	BMC		130	Access	1	4	5	3
T	BMC		140	Publisher	2	2	4	3
B(T)	BUS		111	Principles of Management	4	0	4	4
B	BUS		131	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>	<u>3</u>
					11	11	22	16
SUMMER QUARTER (4)								
T	BUS		200	Internship I	0	40	40	4
				and				
T	BUS		205	Seminar for Internship	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>
					1	40	41	5
				OR				
T	BUS		199	Employability Principles	3	0	3	3
				and				
T				Technical Elective	<u>2</u>	<u>3</u>	<u>5</u>	<u>3</u>
					5	3	8	6
FALL QUARTER (5)								
T	BMC		210	PowerPoint	2	2	4	3
T	BMC		220	Advanced Excel	2	3	5	3
T	BMC		225	Help Desk	2	3	5	3
G	COM		122	Interpersonal Communication	3	0	3	3
G				Social and Behavioral Science Elective	4	0	4	4
T				Technical Elective	<u>0</u>	<u>2</u>	<u>2</u>	<u>1</u>
					13	10	23	17
WINTER QUARTER (6)								
G	BIO		107	Biology and the Environment	3	3	6	4
T	BMC		230	Advanced Access	2	3	5	3
G	BUS		151	Microeconomics	4	0	4	4
T				Technical Elective	<u>2</u>	<u>3</u>	<u>5</u>	<u>3</u>
					11	9	20	14

* Students whose English placement test results predict difficulty with ENG 150 must first complete ENG 096 before enrolling in ENG 150.

** Students whose Math placement test results predict difficulty in their required Math course or Math elective must first complete additional Math courses prior to enrollment.

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(Continued)

CLASSIFI.	OBOR	CRSE	NO	COURSE TITLE	LEC	LAB	CON	CRD
<u>SPRING QUARTER (7)</u>								
T	BMC		240	Advanced Integrated Applications	2	3	5	3
G	COM		261	Public Speaking	3	2	5	4
T	ITC		150	Microcomputer Hardware	2	2	4	3
G				Social and Behavioral Science Elective	4	0	4	4
T				Technical Elective	<u>2</u>	<u>3</u>	<u>5</u>	<u>3</u>
					13	10	23	17
<u>SOCIAL AND BEHAVIORAL SCIENCE ELECTIVES</u>								
G	BUS		151	Microeconomics	4	0	4	4
G	BUS		152	Macroeconomics	4	0	4	4
G	BUS		153	Consumer Economics	4	0	4	4
G	GEO		161	U.S. Geography	4	0	4	4
G	GEO		171	World Regional Geography	4	0	4	4
G	PSY		101	Introduction to Psychology	4	0	4	4
G	PSY		110	Psychology of Gender	4	0	4	4
G	PSY		201	Abnormal Psychology	4	0	4	4
G	PSY		203	Child/Adolescent Psychology	4	0	4	4
G	PSY		217	Social Psychology	4	0	4	4
G	PSY		231	Educational Psychology	4	0	4	4
G	SOC		101	Introduction to Sociology	4	0	4	4
G	SOC		206	Cultural Diversity	4	0	4	4
G	SOC		218	Social Problems	4	0	4	4
<u>TECHNICAL ELECTIVES</u>								
T	AOA		141	Word II	1	5	6	3
T	BUS		215	Desktop Publishing	2	3	5	3
T	BUS		265	Human Resource Management	2	2	4	3
T	ITC		144	Digital Photography	2	3	5	3
T	MKT		100	Marketing	4	0	4	4

The following (1) credit hour courses can be substituted for Technical Electives in the Microcomputer Applications Technology: (0 LEC, 2 LAB, 2 CON, 1 CRD)

BMC	109	Introduction to Quicken
BMC	110	Introduction to Peachtree
BMC	115	Introduction to Quickbooks
BMC	132	Introduction to Dreamweaver
BMC	134	Introduction to Photoshop
BMC	238	Advanced PowerPoint
BMC	254	Advanced Photoshop

ASSOCIATE OF APPLIED BUSINESS DEGREE (100-101 Credits)

GRAND TOTALS	OBOR (CREDIT)			
	GEN	BAS	TEC	TOT
	37	10	53-54	100-101

DEVELOPED: 4/02, 3/03, 2/04, 1/05, 3/06, 3/07, 2/08, 2/09

EFFECTIVE DATE: 6/02, 6/03, 6/04, 6/05, 6/06, 6/07, 6/08, 6/09