

**Highland Community College Suggested Program of Study
Microcomputer Applications (Associate in Applied Science)**

The Microcomputer Application program is designed to prepare students for employment as operators of microcomputers and peripheral equipment. Students are trained to be able to use most small computer systems (both hardware and software) and to design and implement business applications on such systems.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS188	Microcomputer Applications I: Windows*	1
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
	SP 106	Public Speaking
3		
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science elective	3
<u>Microcomputer Application Requirements</u>		
BUS103	Accounting I* or	
	BUS116	Introduction to Accounting *
3		
BUS117	Computerized Accounting*	3
BUS132	Microcomputer App. I: Outlook*	1
BUS133	Microcomputer App. I: Spreadsheets*	3
BUS136	Microcomputer App. I: Desktop Publishing*	3
BUS139	Microcomputer App. I: Word Processing*	3
BUS151	Microcomputer App. I: Elec. Bus. Presentations*	2
BUS182	Microcomputer App. I: Database Management*	1
BUS213	Business Communications*	3
BUS246B	Microcomputer App. I: FrontPage*	3
<u>Technical electives:</u> (must take 5 credits*)		
BUS101	Introduction to Business	3
BUS108	Business Visitations	1
BUS109	Applied Office Practice I	2
<u>Open Electives</u>		
	Open Electives	14

* Fulfills Microcomputer Application requirements.

** Check transferability to four-year schools.

Potential Employment Applications of Degree

A computer operator will monitor and control computers, select and load input and output units, type commands, and keep records.

