



Microcomputer Systems Administration

Program **MICRO.ADMIN.AAS**
CIP 520101

Associate in Applied Science Degree in Business Management

The Microcomputer Systems Administration program prepares students to secure responsible positions as Help Desk specialists, PC systems administrators, or information center specialists in a business environment.

PROGRAM OUTCOMES

- Demonstrate knowledge of PC systems hardware, operating systems, and applications software;
- Demonstrate mastery of one major commercial product for word processing, database, spreadsheet and presentation applications;
- Function as a resource person for PC users working in an office setting;
- Install PC hardware and software;
- Communicate with office personnel both verbally and in writing;
- Understand business operations;
- Sit for the A+ certification exam.

Admission to this program requires a high school diploma or its equivalent.

Note: Because of the focus on PC applications in this program, students must possess keyboarding skills. See OST 109 or 111.

Note: Computer application courses are mapped to Microsoft certification exams.

Also see:

- Administrative Professional degree program
- Administrative Support certificate program
- Business Software Applications degree program
- Microcomputer Applications certificate program

Curriculum

Code	Course (lecture/lab hours)	Credits
FIRST SEMESTER		
CSW 100	College Success and Personal Wellness (2/0)†	2
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2) ¹	3
OST 219	Word Processing Concepts and Applications (2/2)	3
MAT —	Mathematics elective ²	3-4
SECOND SEMESTER		
ACC 106	Office Accounting I (3/0) OR ²	3-4
ACC 111	Principles of Financial Accounting (4/0)	
CIS 182	PC Applications: Presentations (2/2)	3
ENG 112	English Composition II with Speech (3/0)	3
IST 140	The Internet and Computer Technology (2/2)	3
NET 102	Introduction to PC Hardware and Software (2/2)	3
THIRD SEMESTER		
ACC 205	Office Accounting II (3/0) OR ²	3-4
ACC 112	Principles of Managerial Accounting (4/0)	
BUS 101	Introduction to Business (3/0) OR	3
BUS 210	Principles of Management (3/0)	
CIS 175	PC Applications: Spreadsheets (2/2)	3
NET 103	IT Essentials (2/3) ³	3
NET 104	Fundamentals of Computer Networks (2/2)	3
FOURTH SEMESTER		
BUS 209	Business Communications (3/0)	3
BUS 230	Global Environment of Business (3/0)	3
CIS 173	PC Applications: Database (2/2)	3
ECO 103	Basic Economics (3/0) ²	3
NET 120	Windows Desktop Operating System Administration (2/2)	3
— —	General Education elective ⁴	3
		62-65

¹ May be substituted with another Technology general education elective if student shows competency in Microsoft Office applications.

² Students intending to transfer to a baccalaureate program should take MAT 135 or higher-level mathematics course; ECO 111 or 112; and ACC 111 and 112 to fulfill their requirements. Others should take MAT 108 or 140.

³ Students may sit for the A+ certification exam after completion of NET 102 and 103.

⁴ Select course from the following general education categories: Social Science, Humanities, Historical Perspective, Diversity and Global Perspective.

† Some exemptions apply. Consult academic advisor for details.

NOTE: All program listings are subject to periodic updates. Please consult your program advisor, academic division, or www.mccc.edu/programs_degree