

**ASSOCIATE IN APPLIED SCIENCE (AAS)  
CGCC ADVISEMENT CHECKSHEET**

NAME:	CREDITS REQUIRED: 64	MAJOR: Microcomputer Business Applications (3548)
STUDENT ID:	PROGRAM G.P.A.: 2.00	REQUIREMENT TERM: 2009-2010

The Associate in Applied Science (AAS) in Microcomputer Business Applications is designed to provide the skills needed for those students who are interested in becoming part of the support system in almost any office configuration in a wide variety of business areas. Coursework will provide a variety of microcomputer application skills and general business knowledge. The general education courses provide a well-rounded background that includes writing, reading, communication, mathematics, natural science, social sciences, and humanities and fine arts. Courses in the program prepare for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

<b>I. GENERAL STUDIES CORE (15 CREDITS)</b>			
	CRS	GRD	SEM
<b>First-Year Composition</b>			
ENG101 or 107	3		
ENG102 or 108	3		
<b>Oral Communication</b>			
COM100 or COM230	3		
<b>Critical Reading</b>			
CRE101 OR Test Exempt	0-3		
<b>Mathematics</b>			
MAT102 or higher	3-5		

<b>II. GENERAL STUDIES DISTRIBUTION (10 CREDITS)</b>			
	CRS	GRD	SEM
<b>Humanities &amp; Fine Arts</b>			
	3		
<b>Social &amp; Behavioral Science</b>			
ECN211 or ECN212 or SBU200	3		
<b>Natural Science</b>			
	4		
<b>Comments:</b>			

<b>III. REQUIRED COURSES (29 Credits)</b>			
	CRS	GRD	SEM
ACC111	3		
ACC115*	2		
BPC106AH	.5		
BPC106BH*	.5		
BPC114AE	1		
BPC114BE*	1		
BPC117AM	1		
BPC117BM*	1		
BPC118AB	1		
BPC121AE	1		
BPC135DK	2		
BPC235DK*	2		
CIS105	3		
CIS133AA	1		
CIS133BA*	1		
CIS233AA*	1		
CIS233BA*	1		
GBS151	3		
OAS108	3		

<b>IV. RESTRICTED ELECTIVES (10 Credits)</b>			
Select 10 credits from listed electives.			
	CRS	GRD	SEM
BPC101AA	1		
BPC101BA*	1		
BPC111AA	1		
BPC111AB*	1		
BPC114CE*	1		
BPC117CM*	1		
BPC118BB*	1		
BPC128AF	1		
CIS133CA*	1		
CIS233DA*	3		
GBS205	3		
GBS233*	3		
MGT101	3		
MGT175	3		
MGT229	3		
MGT251	3		
MGT253	3		
MKT271	3		

\* Indicates course contains prerequisite and/or co-requisite.

NOTE: Students must earn a grade of "C" or better in all courses within the program.

**Maricopa Community Colleges (MCCCD)**  
**2009-2010 Associate in Applied Science General Education Requirements**

**GENERAL EDUCATION CORE**

(15 credits - grade of "C" or better.)  
 Demonstrate college-level skills in the following areas:

**First-Year Composition (6 credits)**

ENG English [101/107] & [102/108/111]

**Oral Communication (3 credits)**

COM Communication 100/100AA & 100AB  
 & 100AC/110/110AA & 110AB &  
 110AC/225/230

**Critical Reading (3 credits)**

CRE Critical Reading 101/111/Equivalent as  
 indicated by assessment

**Mathematics (3 credits)**

MAT Mathematics 102/120/121/122/  
 122AA/122AB/122AC/126/140/141/142/150/  
 151/151AA/151AB/151AC/151AD/152/  
 156//172/182/187/206/212/213/220/  
 221/230/231/240/241/251/261/262/  
 equivalent course/  
 Satisfactory completion of a higher level  
 mathematics course

**GENERAL EDUCATION DISTRIBUTION AREAS**

**(9-10 credits)**

**Humanities and Fine Arts (2-3 credits)**

Students are encouraged to choose courses from  
 more than one discipline.

AIS American Indian Studies 213  
 AJS Administration of Justice Studies 123  
 ARH Art Humanities Any ARH Course(s)  
 ASB Anthropology 211/220/222/223  
 CCS Chicana and Chicano Studies 101  
 CNS Construction 101  
 COM Communication 241  
 DAH Dance Humanities 100/201  
 EDU Education 291\*\*/292/294  
 ENG English 200/218  
 ENH English Humanities Any ENH Course(s)  
 FRE French 265  
 HCR Health Care Related 210  
 HIS History 101/102/103/111/243/253/254  
 HUM Humanities Any HUM course(s) (EXCEPT 203, 207)  
 INT Interior Design 115/120/225  
 LAT Latin 201/202  
 MHL Music: History/Literature 140/143/145/146/153/155  
 PHI Philosophy Any PHI Course(s) (EXCEPT 113)  
 REL Religious Studies Any REL Course(s) (EXCEPT 271)  
 SPA Spanish 241/242/265/266  
 SPH Spanish Humanities 245  
 STO Storytelling 292/294  
 THE Theater 111/205/206/210  
 THP Theater/Performance/Production 241  
 WST Women's Studies 209/284/285/290

**Social and Behavioral Sciences (3 credits)**

Students are encouraged to choose courses from more than one  
 discipline.

AIS American Indian Studies 101/140/141/160/170  
 AFR African American Studies 202/203/204  
 AJS Administration of Justice Studies 101/162/200/  
 225/258/259/270  
 ASB Anthropology 102/202/211/214/222/223/230/  
 235/238/245/252  
 ASM Anthropology 104/275  
 CFS Child/Family Studies 157/159/176/205/259  
 COM Communications 100/100AA&100AB&100AC/  
 110/110AA&110AB & 110AC/230//263  
 ECH Early Childhood Education 176  
 ECN Economics Any ECN course(s)  
 EDU Education 221/222  
 EMT Emergency Medical Technology 258  
 FOR Forensic Science 275  
 FSC Fire Science 258  
 FUS Future Studies 101  
 GCU Cultural Geography 102/121/122/141/221/  
 223/253  
 HES Health Science 100  
 HIS History Any HIS course(s) (EXCEPT 108, 111, 113, 114)  
 IBS International Business 109  
 MCO Mass Communications 120  
 PHI Philosophy 243  
 POS Political Science Any POS course(s)  
 PSY Psychology 101/123/125/132/156/215/218/  
 225/235/240/241/243/245/250/258/260/266/  
 270/277/280/292  
 REC Recreation 120  
 SBU Society and Business 200  
 SOC Sociology Any SOC course(s) (EXCEPT 242)  
 SWU Social Work 102/171/258/292  
 WED Wellness Education 110  
 WST Women's Studies 100/110/160/161  
 YAQ Yaqui Indian History and Culture 100

**Natural Sciences (4 credits)**

The lecture course(s) selected for Natural Sciences must include or be  
 accompanied by the corresponding laboratory course. The lecture and  
 corresponding laboratory course(s) may carry separate credit. Students  
 should consult with an advisor for appropriate course selection.

AGS Agricultural Science 164/260  
 ASB Anthropology 231  
 ASM Anthropology 104  
 AST Astronomy 101/102/111/112/113/114  
 BIO Biology 100/101/102/105/107/108/109/149AN/  
 145/156/160/181/182/201/205/241  
 CHM Chemistry 107&107LL/130&130LL/  
 150&151LL/151&151LL/152&152LL/  
 154&154LL/230&230LL  
 FON Food and Nutrition 241&241LL  
 FOR Forensic Science 105/106  
 GLG Geology Any GLG course(s) (EXCEPT  
 140/251MC/275)  
 GPH Physical Geography 111/112&113/212&214/ 213&215  
 PHS Physical Science 110/120  
 PHY Physics 101/101AA/111/111AA/112/115/116/ 121/131  
 PSY Psychology 290AB/290AC