

# INFORMATION SYSTEMS, ASSOCIATE OF APPLIED SCIENCE (206)

## About Our Program

This program is intended to provide the graduate with the entry-level job skills necessary in an information technology field. Candidates for the degree must choose an emphasis area for their specialty.

## Nature of Work and Employment

Graduates with this degree typically work as computer programmers, computer technicians, technical support staff, network specialists, office administrators, or in information technology system sales.

## Special Considerations

Information Systems majors need to be well organized and precise. Certain required courses may be waived or credit allowed through proficiency testing. A workplace experience is encouraged and may be made available.

## Requirements

Code	Title	Hours
<b>Required Technical Courses</b>		
INFT 131	Beginning Microsoft Word <sup>1</sup>	1
INFT 135	PowerPoint <sup>1</sup>	1
INFT 140	Beginning Excel <sup>1</sup>	1
INFT 145	Beginning Access <sup>1</sup>	1
INFT 180	Intro to Information Systems <sup>1</sup>	3
Selected courses from emphasis area or electives		42
<b>Required Related Courses</b>		
SPCH 191	Fund of Speech Communication	3
Select one of the following communications courses:		3
BUSN 141	Business Communications <sup>1</sup>	
COMM 101	Technical Communications <sup>1</sup>	
ENGL 121	Rhetoric and Composition I <sup>1</sup>	
Select one of the following:		3
COMM 214	Bus/Tech Writing <sup>1</sup>	
ENGL 122	Rhetoric and Composition II <sup>1</sup>	
Select one of the following:		2-3
PSY 160	Psychology of Human Relations	
PSY 161	Introduction to Psychology <sup>1</sup>	
<b>Total Hours</b>		<b>60-61</b>

<sup>1</sup> Course has a prerequisite. See course description.

<sup>2</sup> Knowledge of Microsoft Excel is recommended for this course.

## General Education Electives

ART, BIOL, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MCOM, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, SOCI, SPAN, SPCH, and THEA.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).

## Emphasis Areas

### Programming Emphasis

Code	Title	Hours
BUSN 121	Intro to Business	3
INFT 105	Basic Keyboarding	1
INFT 106	Basic Keyboarding II <sup>1</sup>	1
INFT 122	Introduction to Windows <sup>1</sup>	1
INFT 132	Intermediate Microsoft Word <sup>1</sup>	1
INFT 146	Intermediate Access <sup>1</sup>	1
INFT 190	Prin of Computer Science I <sup>1</sup>	3
Select one of the following mathematics courses:		7
BUSN 125	Math of Business <sup>1</sup>	
BUSN 221	Business Statistics <sup>1</sup>	
MATH 111	Technical Math <sup>1</sup>	
higher level math course		
INFT Programming Courses <sup>1</sup>		8
Suggested Programming Courses:		
INFT 202	Web Programming <sup>1</sup>	
INFT 260	Computer Animation <sup>1</sup>	
<b>Electives</b>		
Select 16 credit hours from the following:		16
INFT 133	Advanced Microsoft Word <sup>1</sup>	
INFT 141	Intermediate Excel <sup>1</sup>	
INFT 142	Advanced Excel <sup>1</sup>	
INFT 147	Advanced Access <sup>1</sup>	
INFT 150	Microsoft Office Integration <sup>1</sup>	
INFT 160	Digital Pictures and Sound <sup>1</sup>	
General Education Electives		
<b>Total Hours</b>		<b>42</b>

### Computer Technician Emphasis

Code	Title	Hours
Select one of the following mathematics courses:		3
BUSN 125	Math of Business <sup>1</sup>	
BUSN 221	Business Statistics <sup>1</sup>	
MATH 111	Technical Math <sup>1</sup>	
higher level math course		
INFT 105	Basic Keyboarding	1
INFT 182	Microcomputer Hardware <sup>1</sup>	3
INFT 282	A+ Certification <sup>1</sup>	3
INFT 284	Networking + Certification <sup>1</sup>	3
OCED 290	Workplace Experience <sup>1</sup>	4
MATH 111	Technical Math <sup>1</sup>	3
Business Elective (BUSN, ACCT, or ECON)		6
<b>Electives</b>		
Select 16 credit hours from the following:		16
INFT 122	Introduction to Windows <sup>1</sup>	
INFT 132	Intermediate Microsoft Word <sup>1</sup>	
INFT 133	Advanced Microsoft Word <sup>1</sup>	

INFT 141	Intermediate Excel <sup>1</sup>	
INFT 142	Advanced Excel <sup>1</sup>	
INFT 146	Intermediate Access <sup>1</sup>	
INFT 147	Advanced Access <sup>1</sup>	
INFT 150	Microsoft Office Integration <sup>1</sup>	
INFT 160	Digital Pictures and Sound	
INFT 286	Security+ Certification <sup>1</sup>	
General Education Electives		
<b>Total Hours</b>		<b>42</b>

### Office Administration Emphasis

Code	Title	Hours
ACCT 115	Computer Applications in Acct <sup>1</sup>	2
ACCT 116	Intro to Payroll Accounting	2
ACCT 220	Quickbooks Accounting	2
Select one of the following:		3
BUSN 121	Intro to Business	
BUSN 124	Introduction to Small Business <sup>1</sup>	
Select one of the following mathematics courses:		3
BUSN 125	Math of Business <sup>1</sup>	
BUSN 221	Business Statistics <sup>1</sup>	
MATH 111	Technical Math <sup>1</sup>	
higher level math course		
ECON 111	Principles of Economics I	3
or BUSN 225	Personal Finance	
INFT 122	Introduction to Windows <sup>1</sup>	1
INFT 132	Intermediate Microsoft Word <sup>1</sup>	1
INFT 133	Advanced Microsoft Word <sup>1</sup>	1
INFT 141	Intermediate Excel <sup>1</sup>	1
INFT 146	Intermediate Access <sup>1</sup>	1
OFFT 151	Keyboarding/Formatting I	4
OFFT 152	Keyboarding/Formatting II <sup>1</sup>	3
OFFT 156	Keyboarding Speed/Accuracy Dev <sup>1</sup>	1
OFFT 162	Pre-Transcription Skills <sup>1</sup>	1
OFFT 255	Office Procedures <sup>1</sup>	4
<b>Electives</b>		
Select nine credit hours from the following:		9
INFT 142	Advanced Excel <sup>1</sup>	
INFT 147	Advanced Access <sup>1</sup>	
General Education Electives		
<b>Total Hours</b>		<b>42</b>

### Business Emphasis

Code	Title	Hours
ACCT 105	Elements of Accounting <sup>2</sup>	3
ACCT 213	Financial Accounting <sup>1,2</sup>	4

Select one of the following: 3

BUSN 121	Intro to Business	
BUSN 124	Introduction to Small Business <sup>1</sup>	

Select one of the following: 3-4

BUSN 221	Business Statistics <sup>1</sup>	
MATH 134	Statistics <sup>1</sup>	

ECON 111 Principles of Economics I 3

INFT 105 Basic Keyboarding 1

INFT 106 Basic Keyboarding II <sup>1</sup> 1

INFT 182 Microcomputer Hardware <sup>1</sup> 3

INFT 190 Prin of Computer Science I <sup>1</sup> 3

Select seven credits in math 7

MATH 111 Technical Math <sup>1</sup>

Additional higher level math courses <sup>1</sup>

### Electives

Select 10-11 credit hours from the following: 10-11

BUSN 223 Business Law I <sup>1</sup>

ECON 112 Principles of Economics II

OFFT 162 Pre-Transcription Skills <sup>1</sup>

Any programming course(s)

General Education Electives

**Total Hours 41-43**

<sup>1</sup> Course has a prerequisite. See course description.

<sup>2</sup> Knowledge of Microsoft Excel is recommended for this course.

## Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the emphasis/discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Analyze the local and global impact of computing on society.
- Utilize data to help in the decision-making process.

## Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Matt Magee, Dean of Agriculture, Business & Technology
- Jeremy Monigold, Information Systems Faculty
- Wes Bertram, Student Advisor