Information Systems (206)

ASSOCIATE OF APPLIED SCIENCE

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.

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.

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.

Program Contacts

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

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Jeremy Monigold, Information Systems Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator

* Course has a prerequisite. See course description.
^ Knowledge of Microsoft Excel is recommended for this course.

CareerClusters
PATHWAYS TO COLLEGE & CAREER READINESS
Information Technology

Required Technical Courses
52 Credit Hours

*	INFT	131	Beginning Microsoft Word	1
*	INFT	135	PowerPoint	1
*	INFT	140	Beginning Excel	1
*	INFT	145	Beginning Access	1
*	INFT	180	Introduction to Information Systems	3
			Selected courses from emphasis area or electives	45

Required Related Courses
12/13 Credit Hours

*			Communications (COMM 101, BUSN 141, or ENGL 121)	3
*			Communications (COMM 214 or ENGL 122)	3
	OCED	250	Workplace Preparation	1
	PSY	160	Psychology of Human Relations	
			-or-	2/3
*	PSY	161	Introduction to Psychology	
	SPCH	191	Fundamentals of Speech Communication	3

Minimum Total Credit Hours   64/65

* Course has a prerequisite. See course description.

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
(27 hours req. courses)   45 Credit Hours

*	BUSN	121	Introduction to Business	3
	INFT	105	Basic Keyboarding I	1
*	INFT	106	Basic Keyboarding II	1
*	INFT	115	Introduction to the World Wide Web	1
*	INFT	122	Introduction to Windows	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	146	Intermediate Access	1
*	INFT	190	Principles of Computer Science I	3
*			Mathematics (BUSN 125, MATH 111, 157 & above)	7
*	INFT		Programming Courses	8

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Suggested Programming Courses

*	INFT	202	Web Programming	3
*	INFT	260	Computer Animation	3

Electives – Choose 18 Credit Hours

*	INFT	133	Advanced Microsoft Word	1
*	INFT	137	Desktop Publishing	3
*	INFT	141	Intermediate Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	147	Advanced Access	1
*	INFT	150	Microsoft Office Integration	1
	INFT	160	Digital Pictures and Sound	1
			General Education Electives	

Computer Technician Emphasis
(26 hours req. courses)   45 Credit Hours

*	BUSN	125	Mathematics of Business (or three credits of MATH 157 or above)	3
	INFT	105	Basic Keyboarding I	1
*	INFT	182	Microcomputer Hardware	3
*	INFT	282	A+ Certification	3
*	INFT	284	Net+ Certification	3
*	OCED	290	Workplace Experience	4
*	MATH	111	Technical Math or above	3
			Business Elective (BUSN, ACCT, or ECON)	6

Electives – Choose 19 Credit Hours

*	INFT	122	Introduction to Windows	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	133	Advanced Microsoft Word	1
*	INFT	141	Intermediate Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	146	Intermediate Access	1
*	INFT	147	Advanced Access	1
*	INFT	150	Microsoft Office Integration	1
	INFT	160	Digital Pictures and Sound	1
*	INFT	286	Security + Certification	3
			General Education Electives	

Office Administration Emphasis
(39 hours req. courses)   45 Credit Hours

^	ACCT	105	Elements of Accounting	3
*	BMAC	142	Electronic Calculator	1
*	BUSN	121	Introduction to Business	
			-or-	3
*	BUSN	124	Introduction to Small Business	
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	3
	ECON	111	Principles of Economics I	
			-or-	3
	BUSN	225	Personal Finance	

*	INFT	115	Introduction to the World Wide Web	1
*	INFT	122	Introduction to Windows	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	133	Advanced Microsoft Word	1
*	INFT	137	Desktop Publishing	3
*	INFT	141	Intermediate Excel	1
*	INFT	146	Intermediate Access	1
*	INFT	150	Microsoft Office Integration	1
	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	152	Keyboarding/Formatting II	3
*	OFFT	156	Keyboarding Speed & Accuracy	1
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	163	Machine Transcription I	1
*	OFFT	164	Machine Transcription II	1
*	OFFT	255	Office Procedures	4

Electives   Choose 6 Credit Hours

*	INFT	142	Advanced Excel	1
*	INFT	147	Advanced Access	1
	INFT	160	Digital Pictures and Sound	1
*	INFT	260	Computer Animation	3
			General Education Electives	

Business Emphasis
(31/32 hours req. courses) 45 Credit Hours

^	ACCT	105	Elements of Accounting	3
^*	ACCT	213	Financial Accounting	4
*	BUSN	121	Introduction to Business	
			-or-	3
*	BUSN	124	Introduction to Small Business	
*	BUSN	221	Business Statistics	
			-or-	3/4
*	MATH	134	Statistics	
	ECON	111	Principles of Economics I	3
	INFT	105	Basic Keyboarding I	1
*	INFT	106	Basic Keyboarding II	1
*	INFT	182	Microcomputer Hardware	3
*	INFT	190	Principles of Computer Science I	3
*	MATH	111	Technical Math and above	7

Electives   Choose 13–14 Credit Hours

*	BUSN	223	Business Law I	3
	ECON	112	Principles of Economics II	3
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*			Any programming course(s)	3
			General Education Electives	