Associate in Applied Science – Information Technology (AASIT) – Administrative Technologies ADTCC + DIGCC Certificates

Completed by: Mary Ball, 11/2022

Full-Time Program Map

Year 1

Quarter 1 - Fall

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1001	Information Systems and Literacy	4.5	All	
INFO 1008	Business Office Communications	4.5	Fall and Spring	
INFO 1013	Keyboard Skillbuilding	2	Fall and Spring	
GEN ED	Quantitative/Numeracy	4.5	All	Recommend MATH 1220: Business Math

Additional Notes:

Quarter 2 - Winter

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1002	Introduction to IT	4.5	All	INFO Core
INFO 1206	Microsoft Word	4.5	Winter and Summer	Recommend prior completion of INFO 1001
GEN ED	Communication	4.5	All	Recommend ENGL 1230

Additional Notes:

Quarter 3 - Spring

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1207	Microsoft Excel	4.5	Fall and Spring	Recommend prior completion of INFO 1001
INFO 1000	Workplace Skills for IT Professionals	4.5	All	INFO CORE
INFO 1010	Customer Service Skills	4.5	Fall and Spring	

Additional Notes: Apply for graduation for the ADTCC – Administrative Career Certificate

Quarter 4 - Summer

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1208	Microsoft PowerPoint	4.5	Winter and Summer	Recommend prior completion of INFO 1001
INFO 1227	Technology Applications	4.5	Winter and Summer	

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
GEN ED	Professionalism/Life Skills & Information Literacy	4.5		Gen Ed; Recommend HMRL 1010 Human Relations Skills

Additional Notes:

Year 2
Quarter 5 - Fall

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1011	Project Management	4.5	Fall and Spring	
INFO 1310	Interactive Technology Tools	4.5	Fall and Spring	
GEN ED	Critical Thinking/Creativity & Social/Cultural Awareness	4.5	All	

Additional Notes:

Quarter 6 - Winter

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1317	Content Management Systems for Professionals	4.5	Winter and Summer	
INFO 1327	Digital Marketing Tools	4.5	Winter and Summer	
GEN ED	Scientific Inquiry	4.5-6.0	All	

Additional Notes: Apply for graduation for both DGTCC – Digital Technology Career Certificate and AASIT – Associate in Applied Science-Information Technology

Quarter 7 - Spring

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 2242	Collaboration Technology Tools	4.5	Fall and Spring	
INFO 1328	Data Design and Visualization Tools	4.5	Fall and Spring	

Additional Notes:

Part-Time Program Map

Year 1
Quarter 1 - Fall

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1001	Information Systems and Literacy	4.5	All	
INFO 1013	Keyboard Skillbuilding	2.0	Fall and Spring	

Additional Notes:

Quarter 2 - Winter

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1206	Microsoft Word	4.5	Winter and Summer	Recommend prior completion of INFO 1001
GEN ED	Quantitative/Numeracy	4.5	All	Recommend MATH 1220: Business Math

Additional Notes:

Quarter 3 - Spring

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1008	Business Office Communications	4.5	Fall and Spring	
INFO 1207	Microsoft Excel	4.5	Fall and Spring	Recommend prior completion of INFO 1001

Additional Notes:

Quarter 4 - Summer

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
GEN ED	Communications	4.5	All	Recommend ENGL 1230
INFO 1208	Microsoft PowerPoint	4.5	Winter and Summer	Recommend prior completion of INFO 1001

Additional Notes:

Year 2

Quarter 5 - Fall

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1010	Customer Service Skills	4.5	Fall and Spring	
INFO 1002	Introduction to IT	4.5	All	INFO Core

Additional Notes:

Quarter 6 - Winter

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1227	Technology Applications	4.5	Winter and Summer	
GEN ED	Professionalism/Life Skills & Information Literacy	4.5	All	Gen Ed; Recommend HMRL 1010 Human Relations Skills

Additional Notes:

Quarter 7 - Spring

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1011	Project Management	4.5	Fall and Spring	
GEN ED	Critical Thinking/Creativity & Social/Cultural Awareness	4.5	All	

Additional Notes:

Quarter 8 - Summer

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1327	Digital Marketing Tools	4.5	Winter and Summer	
INFO 1317	Content Management Systems for Professionals	4.5	Winter and Summer	

Additional Notes:

Year 3

Quarter 9 - Fall

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 2242	Business Office Collaborations	4.5	Fall and Spring	
INFO 1310	Interactive Technology Tools	4.5	Fall and Spring	

Additional Notes:

Quarter 10 - Winter

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
GEN ED	Scientific Inquiry	4.5-6	All	
INFO 1000	Workplace Skills for I. T. Professionals	4.5	All	INFO Core

Additional Notes:

Quarter 11 - Spring

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1328	Data Design and Visualization Tools	4.5	Fall and Spring	

Additional Notes: