

# Associate in Applied Science – Information Technology (AASIT) – Administrative Technologies ADTCC + IDTCC 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	FA, WI, SP, SU	INFO 1001
INFO 1008	Business Office Communications	4.5	Fall and Spring	
INFO 1013	Keyboard Skillbuilding	2	Fall and Spring	
GEN ED	Quantitative/Numeracy	4.5	FA, WI, SP, SU	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	FA, WI, SP, SU	INFO Core
INFO 1206	Microsoft Word	4.5	Winter and Summer	Recommend prior completion of INFO 1001
GEN ED	Communication	4.5	FA, WI, SP, SU	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	FA, WI, SP, SU	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

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		Gen Ed; Recommend HMRL 1010 Human Relations Skills

**Additional Notes:** Start IDTCC Program

## 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 1260	Introduction to Instructional Technology and Design	4.5	Fall and Spring	
INFO 1261	Instructional Technology and Design Tools	4.5	Fall and Spring	
GEN ED	Scientific Inquiry	4.5-6	FA, WI, SP, SU	

**Additional Notes:** Apply for graduation for both ITDCC– Instructional Technology and Design Career Certificate and AASIT – Associate in Applied Science-Information Technology

### Quarter 6 - Winter

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1263	Instructional Technology and Design Topics	4.5	Winter and Summer	
INFO 1262	Instructional Technology and Design Methods	4.5	Winter and Summer	
GEN ED	Critical Thinking/ Creativity & Social/ Cultural Awareness	4.5	FA, WI, SP, SU	

**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	
INFO 1264	EPortfolio Design	1.0	Fall and Spring	
INFO 1265	Practicum Applications	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	FA, WI, SP, SU	
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	FA, WI, SP, SU	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	FA, WI, SP, SU	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	FA, WI, SP, SU	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	FA, WI, SP, SU	Gen Ed; Recommend HMRL 1010 Human Relations Skills

**Additional Notes:** Start ITDCC

**Quarter 7 - Spring**

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
INFO 1260	Introduction to Instructional Technology and Design	4.5	Fall and Spring	
INFO 1261	Instructional Technology and Design Tools	4.5	Fall and Spring	

**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 1262	Instructional Technology and Design Methods	4.5	Winter and Summer	
INFO 1263	Instructional Technology and Design Topics	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 1264	EPortfolio Design	1.0	Fall and Spring	
INFO 1265	Practicum Applications	4.5	Fall and Spring	
INFO 1011	Project Management	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)
INFO 1000	Workplace Skills for IT Professionals	4.5	FA, WI, SP, SU	INFO Core
GEN ED	Scientific Inquiry	4.5-6	FA, WI, SP, SU	

**Additional Notes:** Apply for graduation for both ITDCC– Instructional Technology and Design Career Certificate and AASIT – Associate in Applied Science-Information Technology**Quarter 11 - Spring**

Course Prefix/Number	Course Title	Credit Hours	Guaranteed Quarters This Course Will Be Offered	Advising Notes (Specific to this course)
GEN ED	Critical Thinking/Creativity & Social/Cultural Awareness	4.5	FA, WI, SP, SU	

**Additional Notes:**