



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.

NATURE OF WORK AND EMPLOYMENT

Graduate 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.

PROGRAM CONTACTS

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

- Mr. Scott Anderson, Dean of Business and Technology
- Ms. Denise Johnson, Information Systems Faculty
- Mr. Jeremy Monigold, Information Systems Faculty
- Ms. Vicki Schulz, Student Advisor

Required Technical Courses

52 Sem. 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 (see following page) 45

Required Related Courses

12 Sem. Hours

* Comm.	(COMM 101, BUSN 141, or ENGL 121)	3
	Communications (COMM 214 or ENGL 122)	3
OCED	250 Career Seminar	1
PSY	160 Psychology of Human Relations	2
SPCH	191 Fundamentals of Speech	3

Minimum Total Hours

64

* Course has a prerequisite. See course descriptions.

General Education Electives:

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



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Emphasis areas:

Programming Emphasis (27 hours req. courses) 45 Sem. Hours

* BUSN 121	Introduction to Business	3
INFT 105	Basic Keyboarding	2
* INFT 115	Introduction to the World Wide Web	1
* INFT 122	Introduction to Windows	1
* INFT 132	Intermediate Microsoft Word	1
* INFT 147	Advanced Access	1
* INFT 190	Principles of Computer Science I	1
- or -		3
* INFT 191	Introduction to Programming	1
* Mathematics (BUSN 125, MATH111, 162, 165 & above)		7
* INFT	Programming Courses	8

Suggested Programming Courses

* INFT 202	Web Programming	3
* INFT 250	Dreamweaver	3
* INFT 260	Computer Animation	3

Electives Choose 18 Sem. Hours

* INFT 133	Advanced Microsoft Word	1
* INFT 137	Desktop Publishing	3
* INFT 142	Advanced Excel	1
* INFT 150	Microsoft Office Integration	1
INFT 160	Digital Pictures & Sound	1

General Education Electives

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

* BUSN 125	Mathematics of Business	3
* ELET 179	Electronic Principles	3
INFT 105	Basic Keyboarding	1
* INFT 182	Microcomputer Hardware	3
* INFT 282	A+ Certification	3
* INFT 284	Net+ Certification	3
OCED 290	Work Place Experience	4
* MATH 111 & above		3
Business Elective (BUSN, ACCT, or ECON)		3

Electives Choose 19 Sem. Hours

* INFT 122	Introduction to Windows	1
* INFT 132	Intermediate Microsoft Word	1
* INFT 133	Advanced Microsoft Word	1
* INFT 142	Advanced Access	1
* INFT 147	Advanced Database	1
* INFT 150	Microsoft Office Integration	1
INFT 160	Digital Pictures & Sound	1
* INFT 260	Security + Certification	3

General Education Electives

Office Administration Emphasis (29 hours req. courses) 45 Sem. Hours

ACCT 105	Elements of Accounting	3
* BMAC 142	Electronic Calculator	1
* BUSN 121	Introduction to Business	3
-or-		3
* BUSN 124	Introduction to Small Business	3
* BUSN 125	Mathematics of Business	3
* ECON 111	Principles of Economics	3
- or -		3
BUSN 225	Personal Finance	3
* 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 142	Advanced Excel	1
* INFT 147	Advanced 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	2
* OFFT 255	Office Procedures	4

Electives Choose 6 Sem. Hours

INFT 160	Digital Pictures & Sound	1
* INFT 250	Dreamweaver	3
* INFT 202	Web Programming	3

General Education Electives

Business Emphasis (31 hours req. courses) 45 Sem. Hours

ACCT 105	Elements of Accounting	3
* ACCT 213	Financial Accounting	4
* BUSN 121	Introduction to Business	3
-or-		3
* BUSN 124	Introduction to Small Business	3
* BUSN 221	Business Statistics	3
- or -		3
* MATH 177	Statistics	3
* ECON 111	Principles of Economics I	3
INFT 105	Basic Keyboarding	2
* INFT 182	Microcomputer Hardware	3
* INFT 190	Principles of Computer Science I	3
* MATH 111, 162, 165 & above		7

Electives Choose 14 Sem. 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

* Course has a prerequisite. See course descriptions.