



# 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 45  
(see following page)

## 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, PHYS, POL, PSY, SOCI, SPAN, SPCH, 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	
	- or -	3
* INFT 191	Introduction to Programming	
* Mathematics (BUSN 125, MATH 111, 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 Excel	1
* INFT 147	Advanced Access	1
* INFT 150	Microsoft Office Integration	1
INFT 160	Digital Pictures & Sound	1
* INFT 286	Security + Certification	3

General Education Electives

## Office Administration Emphasis (39 hours req. courses) 45 Sem. 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	3
* ECON 111	Principles of Economics	
	- 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 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	
	-or-	3
* BUSN 124	Introduction to Small Business	
* BUSN 221	Business Statistics	
	- or -	3
* MATH 177	Statistics	
* 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.