

ADMINISTRATIVE INFORMATION TECHNOLOGY

Uvalde Campus

Limited Course Offerings at Off-Campus Sites

Purpose

The Administrative Information Technology (AIT) Program prepares individuals for high-demand careers needed in today's computerized workplace. The AIT Program offers a one-year Certificate, a two-year Associate of Applied Science Degree and a Tech Prep Enhanced Skills Certificate. The one-year Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate MOS exam(s) before the end of each semester as applicable to individual courses (*see course descriptions in back of catalog*). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate. Administrative Information Technology is a Tech Prep program.

Admission Requirements

Students are admitted to the AIT program through the regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

Texas Success Initiative (TSI) Requirements

The AIT program carries two award options, the Level 1 one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. College Board policy requires all students to take the Accuplacer examination. Students pursuing the Level 1 one-year Certificate do not have to pass the Accuplacer; however, those not scoring at the ENGL 0302 and/or MATH 0302 level are strongly encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year certificate or A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

ADMINISTRATIVE INFORMATION TECHNOLOGY CERTIFICATE

Students not receiving advanced-placement credit in an articulated Tech Prep secondary program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100 ^π	New Student Orientation		POFT 1301 Business English	3
or			ELECTIVE ⁴ Sequenced Technical Elective 2	3
COLS 0300	College Success Skills		ACCT 2401 Principles of Accounting I – Financial	4
POFT 1329 ¹	Beginning Keyboarding		POFI 1349 Spreadsheets	3
ITSC 1301 ²	Introduction to Computers		POFT 1309 ⁵ Administrative Office Procedures I	3
ACNT 1403 ³	Introduction to Accounting I			
			Total	16
POFI 2301	Word Processing.....	3		
POFT 1325	Business Mathematics and Machine Applications	3		
ELECTIVE ⁴	Sequenced Technical Elective 1	3	Total Credit Hours for Certificate	31
BUSI 1301	Business Principles.....	3		
ENGL 1301	Composition I.....	3		
	Total	15		

- Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.
 3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
 4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (2 courses required for Certificate) as listed below.
 5 Capstone course that consolidates the student's learning experiences.
 π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

**ADMINISTRATIVE INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/TECH PREP PLAN**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	3
Total General Education Courses	15
Technical Education Courses	48
 Total Credit Hours for A.A.S.....	 63

Students not receiving advanced placement credit in an articulated Tech Prep Secondary program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ORIE 0100π	New Student Orientation		POFT 1301	Business English	3
or			ELECTIVE ⁴	Sequenced Technical Elective 2	3
COLS 0300	College Success Skills		ACCT 2401	Principles of Accounting I – Financial	4
POFT 1329 ¹	Beginning Keyboarding		POFI 1349	Spreadsheets	3
ITSC 1301 ²	Introduction to Computers		POFT 1309	Administrative Office Procedures I	3
ACNT 1403 ³	Introduction to Accounting I			Total	16
POFI 2301	Word Processing	3			
POFT 1325	Business Mathematics and Machine Applications	3			
ELECTIVE ⁴	Sequenced Technical Elective 1	3			
BUSI 1301	Business Principles	3			
ENGL 1301	Composition I	3			
	Total	15			

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
POFI 2331	Desktop Publishing	3	POFT 1313	Professional Workforce	3
ACNT 1311	Introduction to Computerized Accounting	3	ELECTIVE ⁴	Sequenced Technical Elective 4	3
ELECTIVE ⁴	Sequenced Technical Elective 3	3	POFT 2281 ⁵	Cooperative Education – Administrative Assistant/Secretarial Science	2
ITSW 1307	Introduction to Database	3	ELECTIVE	Humanities and Fine Arts	3
ELECTIVE	Social and Behavioral Sciences	3	ECON 2301	Principles of Macroeconomics	3
MATH 1332	Contemporary Mathematics I	3			
	Total	18		Total	14
				Total Credit Hours for A.A.S.....	63

- Notes:
- 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements
 - 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements
 - 3 Recommended bridging course for students with limited prior experience in accounting. ACNT 1403 does not count toward degree requirements.
 - 4 Select course from Sequenced Technical Electives for AIT in Option 1 or 2 (4 courses required for AAS) as listed below.
 - 5 Capstone course that consolidates the student's learning experiences.
 - π All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.

Sequenced Technical Electives for Administrative Information Technology

Sequenced Administrative Information Technology technical electives must be chosen from the list below. To receive graduation credit, **all** courses within the selection option must be completed (One-year Certificate requires first two courses of either option).

Option 1: Business Applications

1. HECO1307 Personal Finance
2. IMED 1316 Web Design I
3. IMED 1301 Introduction to Digital Media
4. IMED 2309 Internet Commerce

Option 2: Medical Office Applications

1. HITT 1305 Medical Terminology I
2. POFM 1309 Medical Office Procedures
3. POFM 2333 Medical Document Production
4. POFM 1300 Medical Coding Basics

ADMINISTRATIVE INFORMATION TECHNOLOGY ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Administrative Information Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit

ACCT 2402	Principles of Accounting II- Managerial	4
BMGT 2309	Leadership	3
BMGT 1327	Principles of Management.....	3
HRPO 2301	Human Resources Management.....	3
Total Credit Hours for Enhanced Skills Certificate		13
Total Credit Hours for A.A.S.		63
GRAND TOTAL.....		76