

Information Systems Technology (AAS)

Executive/Legal Option

Degree Type: Associate of Applied Science Degree

Division: Business, Education, Math, Science & Technology

Purpose: Career and Technical Education. The INFORMATION SYSTEMS TECHNOLOGY program is designed for individuals who are currently employed in the information system field and for high school graduates planning careers in the field of information systems technology. This program prepares students to meet the challenges of the modern office through the application of practical and theoretical general education, hands-on skill development and a coordinated internship project.

FIRST YEAR

Fall Semester			Hours	✓
BUED	110 ⁽¹⁾	Business Mathematics	3	
MST	118	Networking	3	
IST	115	Introduction to Information Systems	3	
ENGL	111 ⁽¹⁾	College Writing	3	
BUED	103	Business English	3	
TOTAL HOURS			15	

Spring Semester			Hours	✓
ACCT	211	Principles of Accounting I	3	
BUED	122 ⁽²⁾	Document Processing ⁽³⁾	3	
BUED	203 ⁽¹⁾	Business Communications	3	
GOVT	121 ⁽¹⁾	National and State Government	3	
SCOM	110 ⁽¹⁾	Public Speaking	3	
IST	148	Office Procedures	3	
TOTAL HOURS			18	

SECOND YEAR

Fall Semester			Hours	✓
ECON	211 ⁽¹⁾	Principles of Macroeconomics	3	
ECON	212 ⁽¹⁾	Principles of Microeconomics		
BMGT	108	Human Resource Management	3	
BLAW	221	Legal Environment of Business		
IST	126 ⁽¹⁾	Word Processing Applications	3	
IST	268 ⁽¹⁾	Spreadsheet Applications	3	
IST	256 ⁽¹⁾	Administrative Transcription Fundamentals ⁽⁴⁾	3	
		General Education elective	3	
TOTAL HOURS			18	

Spring Semester			Hours	✓
IST	257 ⁽¹⁾	Advanced Administrative Transcription (first eight weeks) ⁽⁵⁾	3	
IST	258 ⁽¹⁾	Office Administration and Supervision (first eight weeks) ⁽⁵⁾	3	
IST	297 ⁽¹⁾	Coordinated Internship Project (second eight weeks)	6	
TOTAL HOURS			12	

⁽¹⁾ Course has prerequisite or placement requirements.

⁽²⁾ Students completing the Microcomputer Option will take IST 126 Word Processing Applications in place of this course.

⁽³⁾ Students completing one unit of high school keyboarding (typewriting) with a "C" or pass a skills based test, or complete BUED 100 Contemporary Business Skills with a "C" or better may substitute an elective for this course.

⁽⁴⁾ Course is offered only in the Fall semester.

⁽⁵⁾ Course is offered only in the Spring semester.