

NAME: _____

ADVISOR: _____

| Course Number | Title | Credits | Grades |
|----------------------------------|--|--------------|--------|
| IT GENERAL CERTIFICATE | | F514I | |
| IT 101 | Introduction to Information Technology | 5 | _____ |
| IT 103 | Operating Systems | 5 | _____ |
| IT 104 | Internet Essentials | 3 | _____ |
| IT 110 | Computer Programming Introduction ¹ | 5 | _____ |
| IT 111 | Spreadsheet Introduction | 2 | _____ |
| IT 115 | Database Introduction | 2 | _____ |
| IT 120 | PowerPoint | 2 | _____ |
| IT 140 | Networking Fundamentals | 5 | _____ |
| IT 160 | Managing & Maintaining the PC | 5 | _____ |
| IT 161 | Customer Support and Professionalism | 1 | _____ |
| BA 115 | Business Math ¹ | 5 | _____ |
| BA 138 | Written Business Communication ² | 5 | _____ |
| BA 220 | Human Relations in the Workplace | 2 | _____ |
| BUS& 201 | Business Law | OR | 5 |
| BA 259 | Fundamentals of E-Commerce | 5 | _____ |
| BT 160 | Beginning Word Processing | 2 | _____ |
| TOTAL CERTIFICATE CREDITS | | 6 | |

| Course Number | Title | Credits | Grades |
|------------------------------------|----------------------------|--------------|--------|
| IT OFFICE SUITE CERTIFICATE | | F514I | |
| IT 111 | Spreadsheet Introduction | 2 | _____ |
| IT 115 | Database Introduction | 2 | _____ |
| IT 221 | Spreadsheet Advanced | 4 | _____ |
| IT 225 | Database Advanced | 4 | _____ |
| BA 115 | Business Math ¹ | 5 | _____ |
| BT 260 | Word Processing | 5 | _____ |
| TOTAL CERTIFICATE CREDITS | | 19 | |

| Course Number | Title | Credits | Grades |
|----------------------------------|-----------------------|-------------|--------|
| ACCESS CERTIFICATE | | F503 | |
| IT 115 | Database Introduction | 2 | _____ |
| IT 225 | Database Advanced | 4 | _____ |
| TOTAL CERTIFICATE CREDITS | | 6 | |

| Course Number | Title | Credits | Grades |
|----------------------------------|--------------------------|--------------|--------|
| EXCEL CERTIFICATE | | F518A | |
| IT 111 | Spreadsheet Introduction | 2 | _____ |
| IT 221 | Spreadsheet Advanced | 4 | _____ |
| TOTAL CERTIFICATE CREDITS | | 6 | |

| Course Number | Title | Credits | Grades |
|--|-----------|--------------|--------|
| CISCO INTERNETWORKING CERTIFICATE | | F527A | |
| IT 143 | Cisco I | 5 | _____ |
| IT 144 | Cisco II | 5 | _____ |
| IT 243 | Cisco III | 5 | _____ |
| IT 244 | Cisco IV | 4 | _____ |
| TOTAL CERTIFICATE CREDITS | | 19 | |

| Course Number | Title | Credits | Grades |
|--|--|--------------|--------|
| MANAGING & MAINTAINING THE PC CERTIFICATE | | F509A | |
| IT 160 | Managing & Maintaining the PC | 5 | _____ |
| IT 260 | Advanced Managing & Maintaining the PC | 5 | _____ |
| TOTAL CERTIFICATE CREDITS | | 10 | |

| Course Number | Title | Credits | Grades |
|----------------------------------|------------|--------------|--------|
| POWERPOINT CERTIFICATE | | F518C | |
| IT 120 | PowerPoint | 2 | _____ |
| TOTAL CERTIFICATE CREDITS | | 2 | |

| Course Number | Title | Credits | Grades |
|----------------------------------|-----------------------------------|-------------|--------|
| PROGRAMMING CERTIFICATE | | F515 | |
| IT 110 | Computer Programming Introduction | 5 | _____ |
| IT 174 | Introduction to C++ | 5 | _____ |
| CS& 141 | Computer Science I Java | 5 | _____ |
| TOTAL CERTIFICATE CREDITS | | 15 | |

Notes:

- Experience and proficiency with Microsoft Windows operating system is highly recommended for all IT courses. Enroll in IT 102 Windows-2 credits– if you do not have experience.

- Keyboarding proficiency is required either by completing BT 100 or passing the keyboarding proficiency test administered by the information Technology Department.

Prerequisites:

1. Eligibility for MATH 85 or completion of BA 075.
2. Eligibility for ENGL 095.

PLANNING GUIDE — SUGGESTED SCHEDULE

| FALL | WINTER | SPRING | SUMMER |
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