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 Local Articulation 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 Local Articulation 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 TSI Assessment examination. Students pursuing the Level 1 one-year Certificate do not have to pass the TSI Assessment; 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 a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

Fall Semester		Credit	Spring Semester		Credit
ORIE 0100≺ or	New Student Orientation		POFT 1301	Business English	3
COLS 0300	College Success Skills		IMED 1316	Web Design I	3
POFT 1329[1]	Beginning Keyboarding		ACCT 2401	Principles of Accounting I – Financial	4
ITSC 1301[2]	Introduction to Computers		POFI 1349	Spreadsheets	3
ACNT 1403[3]	Introduction to Accounting I		POFT 1309[5]	Administrative Office Procedures I	3
				Total	**16**
POFI 2301	Word Processing	3			
POFT 1325	Business Math Using Technology	3			
BUSI 1307	Personal Finance	3			
BUSI 1301	Business Principles	3		Total Credit Hours for Certificate	28
	Total	**12**			

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.
≺ 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/LOCAL ARTICULATION PLAN

	Credit
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Students not receiving advanced placement credit in a Local Articulation program must take the bridging courses and must do so before they are required as prerequisites.

Program of Study

FIRST YEAR

Fall Semester		Credit
ORIE 0100-≺ or	New Student Orientation	
COLS 0300	College Success Skills	
POFT 1329[1]	Beginning Keyboarding	
ITSC 1301[2]	Introduction to Computers	
ACNT 1403[3]	Introduction to Accounting I	
POFI 2301	Word Processing	3
POFT 1325	Business Math Using Technology	3
BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
	Total	157

Spring Semester		Credit
POFT 1301	Business English	3
IMED 1316	Web Design I	3
ACCT 2401	Principles of Accounting I – Financial	4
POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3
	Total	16

SECOND YEAR

Fall Semester		Credit
POFI 2331	Desktop Publishing	3
POFT 1313	Professional Workforce Preparation	3
IMED 1301	Introduction to Digital Media	3
ITSW 1307	Introduction to Database	3
ELECTIVE	College Level Mathematics	3
	Total	15

Spring Semester		Credit
ACNT 1311	Introduction to Computerized Accounting	3
IMED 2309	Internet Commerce	3
POFT 2281[4]	Cooperative Education – Administrative Assistant/Secretarial Science	2
ELECTIVE	Humanities & Fine Arts	3
ECON 2301	Principles of Macroeconomics	3
	Total	14
	Total Credit Hours for A.A.S.	60

Notes:
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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. Capstone course that consolidates the student's learning experiences.
≺. All students are required to take ORIE 0100 or COLS 0300; however, ORIE 0100/COLS 0300 do not count toward degree requirements.