Student Name: _____

Computer & Information Technologies: Applications Track – Business Specialist Option

(65 Total Credit Hrs)

Maysville Community & Technical College — Open Admissions

Associate in Applied Science (AAS) Degree

Terry Pasley, Program Coordinator

Phone: (606)-759-7141 ext. 66153 **Office:** A-300 Maysville Campus Admin. Building **Email:** terry.pasley@kctcs.edu

Academic Plan Code: 1101017089 **Academic Sub Code:** 110101711 **Academic Program Code:** ENTC

General Education *(15 credit hours)*		**Credit Hours**	**Semester Taken**
ENG 101	Writing I	3	
MAT 150	College Algebra	3	
**** Choose (1) Course from the General Education Area***			
	*Natural Sciences Course	3	
	*Heritage / Humanities Course	3	
	*Social / Behavioral Sciences Course	3	
	Subtotal	**15**	

Core Requirements *(29 Credit Hours)*		**Credit Hours**	**Semester Taken**
CIT 105	Introduction to Computers	3	
CIT 111	Computer Hardware and Software	4	
CIT 120	Computational Thinking	3	
CIT 150	Internet Technologies	3	
CIT 170	Database Design Fundamentals	3	
CIT 180	Security Fundamentals	3	
	Approved Level I Networking Course	4	
	Approved Level I Programming Language Course	3	
CIT 291	CIT Capstone	3	
	Subtotal	**29**	

Approved Level I Networking Courses *(Choose (1) Course)*		**Credit Hours**	**Semester Taken**
CIT 160	Intro to Networking Concepts	4	
CIT 161	Network Fundamentals	4	
CIT 162	Home and Small Office Fundamentals	4	

Approved Level I Programming Language Courses *(Choose (1) Course)*		**Credit Hours**	**Semester Taken**
CIT 140	JavaScript I	3	
CIT 141	PHP I	3	
CIT 142	C++ I	3	
CIT 145	Perl I	3	
CIT 147	Programming I: Language	3	
CIT 148	Visual Basic I	3	
CIT 149	Java I	3	
CIT 171	SQL I	3	

Notes:

1. It is the responsibility of the student to notify their Advisor of changes they have made to their class schedule. Failure to do so could result in a delayed graduation date or ineligibility for graduation. (*Examples: Online registration, drop/add, or change of class sequence.)*
2. Students that are currently taking Developmental Math Courses should work towards **completing MAT 150 as soon as possible**.
   - **a.** MAT 65 must be completed before enrolling into a Level I Networking course; OR Consent of Instructor.
   - **b.** MAT 85 must be completed before enrolling into CIT 111 and/or CIT 120; OR Consent of Instructor.
   - **c.** MAT 150 is suggested as an approved Quantitative Reasoning course, which must be completed before enrolling into CIT 170; OR Consent of Instructor.
3. Certificates may also be completed prior to or while earning an AAS degree. (Refer to MCTC's CIT Program Website).
4. AAS Degrees can be transferable to Four-Year Institutions that offer a Baccalaureate Degree. Students should consult their Advisor or Program Coordinator regarding Transfer Agreements.
5. In order to obtain an AAS Degree, students are required to maintain a minimum cumulative GPA of 2.0.
6. Required minimum ACT or COMPASS placement scores are listed below:

	Math	**Reading**	**Writing**
ACT	19	20	18
COMPASS	36 (Algebra)	85	74

Applications Track *(21 Credit Hours)*		**Credit Hours**	**Semester Taken**
CIT 130	Productivity Software	3	
	Approved Business or Management Course	3	
	Approved CIT Technical Course	3	
Completion of Business Specialist Option		12	
	Track Subtotal	**21**	

Business Specialist Option *(12 Credit Hours)*		**Credit Hours**	**Semester Taken**
CIT 234	Advanced Productivity Software	3	
CIT 236	Advanced Data Organization	3	
CIT 171	SQL I	3	
	CIT Technical Course	3	
	Option Subtotal	**12**	

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Approved Business and Management Courses *(Choose (1) Business OR Management Course)*		**Credit Hours**	**Semester Taken**
Approved Business Courses			
ACT 101	Fundamentals of Accounting	3	
ACC 201	Financial Accounting I	3	
BAS 160	Introduction to Business	3	
Approved Management Courses			
BAS 200	Small Business Management	3	
BAS 274	Human Resource Management	3	
BAS 283	Principles of Management	3	
BAS 287	Supervisory Management	3	
BAS 288	Personal and Organizational Leadership	3	
MFG 256	Production Management	3	
OST 275	Office Management	3	
QMS 101	Introduction to Quality Improvement Skills	3	
QMS 201	Customer Service Improvement Skills	3	
	Any Business or Management course approved by Program Coordinator	3	

Approved CIT Technical Courses *(Choose (1) Course)*		**Credit Hours**	**Semester Taken**
		3	

****Technical Course Notes:**

- May choose any CIT Course(s), (EXCEPT CIT 103), or other courses approved by Computer & Information Technologies Program Coordinator.
- Students may choose CIT 280 or COE 199 for a maximum of 3 credit hours.
- Students may NOT use one course to fulfill multiple requirements

Program Description

The Computer Information Technology (CIT) program includes tracks in Applications, Information Security, Internet Technologies, Network Administration, Network Technologies, and Programming, with a core of courses common to all. The core includes a general education component essential to a collegiate education and a technical component giving students an introduction to information systems, computer applications, program development, system maintenance, networking, security, Internet technologies, database design, and collaborative system development. In addition to core courses, students take specialty courses for their selected track.

The Applications Track emphasizes several aspects of application software. It includes such productivity applications as: word processing, spreadsheets, database management, presentation, geographic information systems, website development/maintenance, and help desk tracking systems. Completion of this track will prepare students to work with computer-based systems in business and industry.

The Applications Track - Business Specialist Option is designed to train students to operate a wide variety of software packages and to assist businesses in developing and maintain databases, producing financial statements, and developing applications using various software packages.

Upon completion of this program, the graduate can:

1. Evaluate, select, customize, and maintain software and hardware
2. Demonstrate proficiency in the use of application software
3. Demonstrate a fundamental knowledge of business principles and practices
4. **Business Specialist:**
    a. Demonstrate proficiency in the use of advanced application tools
    b. Assist others in the use of computer systems and software, including face-to-face professional communication and the development of training material
    c. Demonstrate an understanding of designing, querying, and updating a database using SQL

Total Credit Hours: 65