# Information Technology Specialist

College of Rural and Community Development
Bristol Bay Campus (907) 842-5109
Chukchi Campus (907) 442-3400
Interior-Aleutians Campus (907) 474-5439
Kuskokwim Campus (907) 543-4500
Northwest Campus (907) 443-2201
Tanana Valley Campus (907) 455-2800
www.tvc.uaf.edu/programs/info/mcs-info.html

## Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 32–33 credits; for A.A.S.
Degree: 60 credits

The certificate program trains students in the entry-level skills required to provide microcomputer support in educational, governmental and corporate settings, or to begin their own enterprises in the field.

The A.A.S. degree program builds on the certificate program through additional general education and skill development in microcomputer support. Graduates are qualified for more advanced positions such as the state of Alaska's microcomputer/network specialist I and II.

As computer complexity increases, more and more employers are looking for workers with specific training in computer technology and support skills. The state of Alaska's microcomputer/network technician I and II are examples of such positions. Students not interested in employment opportunities may enroll in these programs to improve their computer skills.

Minimum computer knowledge is required for admission to either program. An individualized program of courses, projects, readings, practica and other activities is designed with the help of a faculty mentor based on the student's background and skill level. Students must achieve competency in applications, networking, troubleshooting, hardware and software configuration, and human relations and support.

This degree program is delivered collaboratively within the UA system.

## Certificate Program

1. Complete the general university requirements (page 80).

2. Complete the following certificate requirements (or demonstrate competency):
   ENGL 111X—Introduction to Academic Writing (3)
       or ABUS 170—Business English (3)
       or approved applied written communication course (3)...........3
   ABUS 155—Business Math (2)
       or approved math course at the 100-level or above (3).............3
   ABUS 154—Human Relations (3)
       or approved human relations course (3) ...................................3

3. Complete the following core courses*:
   CIOS 110—Microcomputer Operating Systems** (3)
       or CIOS 212—Advanced Microcomputer
       Operating Systems (3) .............................................................3
   CIOS 210—Hardware and Software Configuration and
       Troubleshooting*** ..................................................................3
   CIOS 211—Computer Technical Support*** ...............................3
   CIOS 245—Networking and Communications*** (3)
       or CIOS 247—Advanced Networking and
       Communications (3)..................................................................3
   CIOS 276—Independent Project*** (3)
       or CIOS 282—Cooperative Work Experience*** (3) ..............3

4. Complete 9 credits from the following (or demonstrate competency)*:
   CIOS 105—Computer Software Applications.................................3
   CIOS 130—Microcomputer Word Processing ...............................3
   CIOS 133—Microcomputer Presentation Software........................3
   CIOS 135—Microcomputer Spreadsheets......................................3
   CIOS 146—Using the Internet........................................................3
   CIOS 212—Advanced Microcomputer Operating Systems.............3
   CIOS 215—Information Technology Certification I ......................3
   CIOS 216—Information Technology Certification II.....................3
   CIOS 217—Information Technology Certification III....................3
   CIOS 218—Information Technology Certification IV....................3
   CIOS 233—Desktop Publishing......................................................3
   CIOS 234—Advanced Desktop Publishing....................................3
   CIOS 240—Microcomputer Databases...........................................3
   CIOS 242—Advanced Databases....................................................3
   CIOS 246—Advanced Internet........................................................3
   CIOS 247—Advanced Networking and Communications..............3
   CIOS 251—Integrated Software .....................................................3
   CIOS 255—Microcomputer Graphics............................................3
   CIOS 256—Internet Authoring and Design...................................3
   CIOS 270—Microcomputer Programming ....................................3
   CIOS 275—Information Technology: Special Topics **** .............3

5. Pass a certification review of the following skill areas:
   Application Skills
   Networking Skills
   Hardware and Software Configuration and Troubleshooting Skills
   Independent Thinking Skills
   Human Relations and Support Skills

6. Minimum credits required ................................................. 32-33

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## Major—A.A.S. Degree

1. Complete the general university requirements (page 80).

2. Complete the A.A.S. degree requirements. (See page 84. As part of the human relations requirement complete ABUS 154 or approved human relations course.)

3. Complete the following core courses:*
   CIOS 110—Microcomputer Operating Systems** (3)
     or CIOS 212—Advanced Microcomputer
     Operating Systems (3) ................................................3
   CIOS 210—Hardware and Software Configuration and
     Troubleshooting*** ....................................................3
   CIOS 211—Computer Technical Support*** ................................3
   CIOS 245—Networking and Communications*** (3)
     or CIOS 247—Advanced Networking and
     Communications (3)....................................................3
   CIOS 276—Independent Project*** (3)
     or CIOS 282—Cooperative Work Experience*** (3) ..............3

4. Complete 15 credits from the following degree (major) requirements (or demonstrate competency):*
   CIOS 105—Computer Software Applications**** .........................3
   CIOS 130—Microcomputer Word Processing ...............................3
   CIOS 133—Microcomputer Presentation Software........................3
   CIOS 135—Microcomputer Spreadsheets......................................3
   CIOS 146—Using the Internet ......................................................3
   CIOS 212—Advanced Microcomputer Operating Systems.............3
   CIOS 215—Information Technology Certification I ......................3
   CIOS 216—Information Technology Certification II.....................3
   CIOS 217—Information Technology Certification III....................3
   CIOS 218—Information Technology Certification IV....................3
   CIOS 233—Desktop Publishing.....................................................3
   CIOS 234—Advanced Desktop Publishing....................................3
   CIOS 240—Microcomputer Databases...........................................3
   CIOS 242—Advanced Databases....................................................3
   CIOS 246—Advanced Internet.......................................................3
   CIOS 247—Advanced Networking and Communications..............3
   CIOS 251—Integrated Software .....................................................3
   CIOS 255—Microcomputer Graphics............................................3
   CIOS 256—Internet Authoring and Design...................................3
   CIOS 270—Microcomputer Programming ....................................3
   CIOS 275—Information Technology: Special Topics **** ............3

5. Complete CIOS electives* .........................................................6

6. Complete general electives (may be CIOS courses) ..................6

7. Pass a certification review of the following skill areas:
   Application Skills
   Networking Skills
   Hardware and Software Configuration and Troubleshooting Skills
   Independent Thinking Skills
   Human Relations and Support Skills

8. Minimum credits required .......................................................60

*Student must earn a C grade or better in each course.*

*** May be satisfied through credit by exam or prior learning.*

**\*\*\* May not be satisfied through credit by exam or prior learning under any circumstances and constitutes a culminating experience for the course sequence.*

**\*\*\*\* May be repeated for different topics.*

*Note: Upon admission to the certificate or degree program, each student will be assigned a mentor/committee chairperson who will be responsible for determining the student's current level of competency in the various skill areas; assisting the student in determining the courses/experiences necessary for gaining competency in the deficient skill areas; setting up the student's committee to consist of the mentor and at least one other individual who may be a UA faculty member, an adjunct faculty member, or an expert in the student's community; arranging for practica experiences in the student's community; and organizing the committee's final assessment of the student's work and recommending award of the certificate or degree.*

*Note: A 9 credit core sequence, required of all students no matter what their level of expertise, will be assessed by a committee of permanent and adjunct faculty for the final granting of the certificate or degree.*

*Note: Page numbers refer to the UAF 2006-2007 academic catalog, which can be viewed online at www.uaf.edu/catalog/.*