

## **INFORMATION TECHNOLOGIES**

### **Vicky Wood**

Dean of Business  
and Information Technologies  
Ext. 265 - woodv@mtc.edu

### **Robert Haas**

Associate Dean of Business  
and Information Technologies  
Ext. 361 - haasr@mtc.edu

### **Debbie C. Stark**

Associate Dean of Business  
and Information Technologies  
Ext. 208 - starkd@mtc.edu

### **Michael Cotterman, MCP, MCSA, MCSE**

Instructor, Information Technologies  
Ext. 392 – cottermanm@mtc.edu

### **Christy Culver**

Associate Professor, Business  
and Information Technologies  
Ext. 345 – culverc@mtc.edu

### **Steve Duvall, MCP, MCSA, MCSE, MCAD, MCSA, MCDBA**

Professor, Business and Information Technologies  
Ext. 283 – duvalls@mtc.edu

### **Jeremy L. Fryman**

Assistant Professor, Information Technologies  
Ext. 268 – frymanj@mtc.edu

### **Barbara Stover**

Professor, Business and Information Technologies  
Ext. 295 – stoverb@mtc.edu

### **Linda A. Williams, CCNA**

Professor, Business and Information Technologies  
Ext. 228 – williamsl@mtc.edu

### **Associate of Applied Business Degrees**

Computer Information Technology (Software Development)

- Networking Major (Computer Information Technology)

Office Information Technology

- Office Information Technology (Paralegal Option)
- Office Information Technology (Medical Option)

### **Associate of Technical Study Degrees**

Interactive Media (cooperative program between MTC and OSUM)

### **Individually Planned ATS**

- Information Technologies (special application required)

### **Certificates**

Microcomputer Office

## **Additional Offerings**

University Transfer - Information Technologies

Undecided - Information Technologies

Marion Technical College believes that maximum benefit is derived from integrating cooperative education (workplace) experiences into academic programs. Securing co-op employment that is related to the student's academic program is an ideal method for bringing classroom and lab experiences "to life." Information Technologies programs at MTC include a co-op experience.

The co-op program was established based upon need for graduates to have practical application experience in the work environment as identified through assessment of advisory committees. These committees are comprised of area and regional employers whose input helps shape MTC's program and course development.

## INFORMATION TECHNOLOGIES

### Program

#### Computer Information Technology (Software Development)

Learn how to build the computer applications that businesses require to present information to both employees and customers in an easy-to-use manner; develop application skills with a strong focus on Microsoft® technology; work with development tools to create programs that can be used locally, on a computer network, and accessed via the Internet; learn basic database design techniques.

### Degree

#### Associate of Applied Business

Two-year full-time degree schedule; mixture of core programming and applications classes with business, communications, management, and general studies courses; program can be completed on a part-time basis.

### Careers

Consultant

Programmer

Systems Development

Technical Support

Information Systems Manager

Software Developer

Systems Analyst

Web Developer

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- build software applications using Visual Basic and C#
- develop Microsoft® Windows applications that utilize standard Windows controls, database access, and error handling
- create ASP web applications that allow users to create, retrieve, update, and delete data stored in a database
- design and implement a database (including triggers, stored procedures, and views) using Microsoft® SQL Server
- use current microcomputer applications to prepare work-related documents, spreadsheets, and databases
- prepare for industry Microsoft® certification exams
- communicate professionally with co-workers, managers, end-users, and customers
- analyze and prepare design specifications for information systems

### Note

Some second-year Information Technologies courses are offered only in the evenings. See your academic advisor to confirm the schedule.

### Admission

#### Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

# Computer Information Technology (Software Development)

Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
CIT 1300A	Information Technology Essentials/A+	4		F	OIS1200A or TST
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
MGT 1400A	Introduction to Management	4		All	None
ENG 1090A	English Composition I	4		All	ACT or placement test and OIS1240A or concurrent or examination
<i>Term Total</i>		16			
<b>SECOND QUARTER (Winter 2012)</b>					
ENG 1100A	English Composition II	2		All	ENG1090A
ACC 1400A	Financial Accounting I	6		F, Sp	Compass or MTH0970A
CIT 1500A	Supporting a Microsoft Client OS MCSE I	4		W	CIT1300A
CIT 1700A	Intro to Visual Programming	4		W	OIS1200A or TST
<i>Term Total</i>		16			
<b>THIRD QUARTER (Spring 2012)</b>					
CIT 2500A	Intermediate Programming with Microsoft Visual Studio	4		Sp	CIT1700A
ACC 1410A	Financial Accounting II	4		W, Sp	ACC1400A
ENG 1160A	Oral Communications	4		All	None
BUS 2890A	Cooperative Education Preparation	2		F, Sp	ENG1090A & 16 hours of coursework
CIT 2540A	ASP.NET Web Application Development	4		Sp	CIT1700A
<i>Term Total</i>		18			
<i>Total Quarter Hrs - 1st year</i>		50			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
CIT 2520	Developing Databases with Microsoft SQL Server		3	F	CIT2500
BUS 2900	Cooperative Education Experience		2	All	BUS2890A or BUS2800
MGT 2510	Project Management		3	F	MGT1400, OIS1240
CIT 2550	Object-Oriented Analysis and Design		3	F	CIT1700
OIS 1520	Scripting		3	F	OIS1500 or CIT1700
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
<i>Term Total</i>			17		
<b>FIFTH SEMESTER (Spring 2013)</b>					
CIT 2560	C# Programming		3	Sp	CIT2500
CIT 2591	MCTS Test Preparation		3	Sp	CIT2500
Elective	Non Technical Elective		3	Sp	See specific course listings
CIT 1400	Fundamentals of Network Security <b>[OR]</b>		3	Sp	CIT1300
CIT 2200	Supporting a Microsoft Server OS/MCSE II				
CIT 2750	Information Technology Capstone		3	Sp	Major Only
<i>Term Total</i>			15		
<i>Total Semester Hrs - 2nd year</i>			32		

## INFORMATION TECHNOLOGIES

### Program

#### Computer Information Technology (Networking Major)

Design, build, and maintain computer systems and networks based on industry-recognized standards and practices; learn to use, configure, and maintain routers, switches, servers, and other interconnectivity components to provide secure electronic communications.

### Degree

#### Associate of Applied Business

Two-year full-time degree schedule; mixture of core software applications and networking classes incorporating **Microsoft®** and **Cisco® Systems** includes business, communications, and management skills; program can be completed on a part-time basis.

### Careers

Computer Technician  
Help Desk  
Network Administrator  
Network Operations  
Network Technician  
Private Consulting  
Service Representative  
Systems Administrator  
Technical Support

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- successfully configure a small- to mid-size network
- install and configure network and workstation operating systems
- secure network communications and resources
- configure physical network infrastructure
- troubleshoot hardware, operating systems, and network communications problems
- use current microcomputer applications to prepare work-related documents, spreadsheets, and databases
- prepare for Microsoft® and Cisco® certification exams
- communicate professionally with co-workers, managers, end-users, and customers

### Admission

#### Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

# Computer Information Technology (Networking Major)

Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
CIT 1300A	Information Technology Essentials/A+	4		F	OIS1200A or TST
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
TCT 1750A	Network Structure [OR]	4		All	Compass or MTH097A
CIT 2500A	Intermediate Programming with Visual Studio (4)		ACT or Compass and OIS1240A or concurrent		
ENG 1090A	English Composition I	4			
<i>Term Total</i>		16			
<b>SECOND QUARTER (Winter 2012)</b>					
CIT 1700A	Introduction to Visual Programming and Databases	4		W	OIS1200A or TST
CIT 1500A	Supporting a Microsoft client OS/MCSE I	4		W	CIT1300A
MGT 2510A	Project Management	4		W	MGT1400A, OIS1240A
ENG 1160A	Oral Communications	4		All	None
<i>Term Total</i>		16			
<b>THIRD QUARTER (Spring 2012)</b>					
CIT 2610A	Networking Fundamentals	4		Sp	OIS1200A or TST
ENG 1100A	English Composition II	2		All	ENG1090A
BUS 2890A	Cooperative Education Preparation	2		F, Sp	ENG1090A & 16 hours of coursework
CIT 2200A	Supporting a Microsoft Server OS/MCSE II	4		Sp	CIT1500A
MGT 1400A	Introduction to Management	4		All	None
<i>Term Total</i>		16			
<i>Total Quarter Hrs - 1st year</i>		48			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
CIT 2620	Routing/Cisco II		3	F	CIT2610
CIT 2630	Switching and Wireless/Cisco III		3	F	CIT2610
BUS 2900	Cooperative Education Experience		2	All	BUS2890A or BUS2800
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
CIT 2250	Implementing a Microsoft Network Infrastructure		3	F	CIT2200
CIT2520	Developing Databases with Microsoft SQL Server [OR]		3	F	CIT1700
OIS 1520	Scripting (3)			F	OIS1500 or CIT1700
<i>Term Total</i>			17		
<b>FIFTH SEMESTER (Spring 2013)</b>					
ACC 1400	Financial Accounting		4	F, Sp	Compass or MTH0980
CIT 2640	WAN Technologies/Cisco IV [OR]		3	Sp	CIT2620
CIT 2300	Implementing a Microsoft Active Directory Infrastructure (3)				CIT2250
Elective	Non-Technical Elective		3	All	See specific course listings
CIT 1400	Fundamentals of Network Security		3	Sp	CIT1300
CIT 2750	Information Technology Capstone		3	Sp	Major Only
<i>Term Total</i>			16		
<i>Total Semester Hrs - 2nd year</i>			33		

## INFORMATION TECHNOLOGIES

### Program

#### Office Information Technology

The **MTC Office Information** Technology program focuses on today's multi technology-enhanced office environment, and offers students the opportunity to focus on specialized options including paralegal and medical office. Students will learn to utilize information management tools, software applications, and business skills to manage situations in today's dynamic office; streamline the collection and reporting of data sources to assist in making sound business decisions; support "help desk" operations; learn to produce, manage, and enhance materials for distribution via Internet and intranet.

### Degree

#### Associate of Applied Business

Two-year full-time degree schedule; mixture of computer skills courses with studies in business management, marketing, and communications.

### Careers

Administrative Assistant  
Executive Assistant  
Help Desk Technician  
Information Coordinator  
Office Manager  
Project Coordinator  
Receptionist  
Software Support Specialist  
Technical Office Assistant

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- apply administrative skills to effectively organize and manage work time and priorities
- use e-technologies to evaluate business problems and apply software applications to record, analyze, and present information
- demonstrate good work habits, effective interpersonal and team work skills, and a high level of professionalism
- communicate effectively both in writing and orally with co-workers, customers, and managers
- manage finances including bookkeeping, accounts payable, accounts receivable, and banking
- perform mathematical calculations related to the office environment
- use record control systems to streamline information management
- integrate administrative and technology skills in making business decisions and performing business functions
- demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment
- develop, design, and maintain Web pages  
showcase organizational skills by producing a portfolio
- prepare for employment in office information career

### Note

For individuals entering the Office Information Technology program with the **Certified Professional Secretaries® (CPS®)** and **Certified Administrative Professional® (CAP®)** credentials, MTC will automatically award proficiency credit (CPS maximum award - 32 credit hours; CAP maximum award - 36 credit hours) for the following courses:

<b>ACC1400A</b>	Financial Accounting I
<b>BUS2150A</b>	Legal Environment of Business
<b>ENG1090A</b>	English Composition I
<b>ENG1110A</b>	English Composition II
<b>ECN2000A</b>	Microeconomics
<b>CIT1200A</b>	Intro to Computer Concepts
<b>MGT1400A</b>	Introduction to Management
<b>MGT2410A</b>	Organizational Behavior (CAP only)
<b>OIS1200A</b>	Computer Basics

# Office Information Technology

## Associate of Applied Business Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
BUS 2150A	Legal Environment of Business	5		All	None
ENG 1090A	English Composition I	4		All	ACT or placement test and OIS1240A or concurrent or examination
Elective	Technical Elective	4		All	See specific course listings
OIS 1320A	Workplace Technologies	2		F	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		19			
<b>SECOND QUARTER (Winter 2012)</b>					
BUS 1010A	Business English Skills	4		W	OIS1240A or concurrent
ECN 2000A	Microeconomics	4		W, Sp	None
OIS 1270A	Integrated Office Technologies	2		W	OIS1240A
OIS 1250A	Computer Applications II	4		All	OIS1240A
OIS 1500A	Web Page Authoring I	4		W	OIS1240A
<i>Term Total</i>		18			
<b>THIRD QUARTER (Spring 2012)</b>					
ENG 1100A	English Composition II	2		All	ENG1090A
OIS 1320A	Word Advanced	2		Sp	OIS1240A
OIS 1340A	Excel Advanced	2		Sp	OIS1250A
OIS 2050A	Records and Data Management	2		Sp	OIS1250A or concurrent
MKT 2030A	Principles of Marketing	4		F, Sp	OIS1240A or concurrent, & ECN2000A recommended
<i>Term Total</i>		12			
<i>Total Quarter Hrs - 1st year</i>		49			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
ENG 1400	Oral Communications		3	All	None
MGT 1400	Introduction to Management		3	All	None
Elective	Technical Elective		3	F	See specific course listings
Elective	Technical Elective		3	F	See specific course listings
BUS 2100	Ethics		3	W, Sp	None
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
<i>Term Total</i>			19		
<b>FIFTH SEMESTER (Spring 2013)</b>					
Elective	Technical Elective		3		See specific course listings
BUS 2900	Cooperative Education Experience		2	All	BUS2800
ENG 1200	Business Communications		3	All	ENG1000
ACC 1400	Financial Accounting		4	All	Compass or MTH0980
OIS 1260	PowerPoint		1	Sp	OIS1240
OIS 2220	Office Technology Capstone		3	Sp	OIS 1270, OIS1320, BUS1010, & ENG1100
<i>Term Total</i>			16		
<i>Total Semester Hrs - 2nd year</i>			35		

## **INFORMATION TECHNOLOGIES**

### **Program**

#### **Office Information Technology – Paralegal Option**

Students focusing on the legal technical electives work as an important member of a legal team.

### **Degree**

#### **Associate of Applied Business**

Two-year full-time degree schedule; mixture of computer skills courses with studies in business management, marketing, paralegal, and communications.

### **Careers**

Bankruptcy Assistant  
Consumer Affairs Specialist  
Court Officer  
Legal Assistant  
Probate Clerk  
Real Estate Administrative Assistant  
Title Clerk

## **STUDENT LEARNING OUTCOMES**

### **What am I expected to learn?**

- apply administrative skills to effectively organize and manage work time and priorities
- use e-technologies to evaluate business problems and apply software applications to record, analyze, and present information
- demonstrate good work habits, effective interpersonal and team work skills, and a high level of professionalism
- communicate effectively both in writing and orally with co-workers, customers, and managers
- manage finances including bookkeeping, accounts payable, accounts receivable, and banking
- perform mathematical calculations related to the office environment
- use record control systems to streamline information management
- integrate administrative and technology skills in making business decisions and performing business functions
- demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment
- develop, design, and maintain Web pages
- showcase organizational skills by producing a professional portfolio
- prepare for employment in office information career
- accurately complete bankruptcy petitions, probate forms, and business organization documents
- draft and prepare legal documents, wills, and correspondence
- perform real estate title examinations

### **Note**

The Paralegal Option at MTC is not approved by the American Bar Association (ABA).

## Office Information Technology (Paralegal Option)

*Associate of Applied Business Degree*

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
BUS 2150A	Legal Environment of Business	5		All	None
ENG 1090A	English Composition I	4		All	ACT or placement test and OIS1240 or concurrent or examination
PLG 2000A	Business Organizations	4		F	None
OIS 1230A	Workplace Technologies	2		F	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		19			
<b>SECOND QUARTER (Winter 2012)</b>					
BUS 1010A	Business English Skills	4		W	OIS1240A or concurrent
ECN 2000A	Microeconomics	4		W, Sp	None
OIS 1270A	Integrated Office Technologies	2		W	OIS1240A
OIS 1250A	Computer Applications II	4		All	OIS1240A
OIS 1500A	Web Page Authoring I	4		W	OIS1240A
<i>Term Total</i>		18			
<b>THIRD QUARTER (Spring 2012)</b>					
ENG 1100A	English Composition II	2		All	ENG1090A
OIS 1320A	Word Advanced	2		Sp	OIS1240A
OIS 1340A	Excel Advanced	2		Sp	OIS1250A
OIS 2050A	Records and Data Management	2		Sp	OIS1250A or concurrent
MKT 2030A	Principles of Marketing	4		F, Sp	OIS1240A or concurrent, & ECN2000A recommended
<i>Term Total</i>		12			
<i>Total Quarter Hrs - 1st year</i>		49			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
ENG 1400	Oral Communications		3	All	None
MGT 1400	Introduction to Management		3	All	None
PLG 2200	Estate/Probate Administration		3	F	None
REA 1100	Real Estate Law		3	F	None
BUS 2100	Ethics		3	W, Sp	None
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
<i>Term Total</i>			19		
<b>FIFTH SEMESTER (Spring 2013)</b>					
PLG2500	Debtor-Creditor Relations		3	Sp	None
BUS 2900	Cooperative Education Experience		2	All	BUS2800
ENG 1200	Business Communications		3	All	ENG1000
ACC 1400	Financial Accounting		4	All	Compass or MTH0980
OIS 1260	PowerPoint		1	Sp	OIS1240
OIS 2220	Office Technology Capstone		3	Sp	OIS 1270, OIS1320, BUS1010, & ENG1100
<i>Term Total</i>			16		
<i>Total Semester Hrs - 2nd year</i>			35		

**Program****Office Information Technology – Medical Option**

Perform administrative and managerial functions within a healthcare environment including physician's offices, clinics, health departments, hospitals, insurance companies, and social service agencies.

**Degree****Associate of Applied Business**

A two-year full-time degree schedule; mixture of computer skills courses, with studies in business management, marketing, and communications.

**Careers**

Accounts Coordinator  
Medical Office Assistant  
Billing Specialist  
Medical Records Clerk  
Scribe

**STUDENT LEARNING OUTCOMES****What am I expected to learn?**

- apply administrative skills to effectively organize and manage work time and priorities
- use e-technologies to evaluate business problems and apply software applications to record, analyze, and present information
- demonstrate good work habits, effective interpersonal and team work skills, and a high level of professionalism
- communicate effectively both in writing and orally with co-workers, customers, and managers
- manage finances including bookkeeping, accounts payable, accounts receivable, and banking
- perform mathematical calculations related to the office environment
- use record control systems to streamline information management
- integrate administrative and technology skills in making business decisions and performing business functions
- demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment
- develop, design, and maintain Web pages
- showcase organizational skills by producing a professional portfolio
- prepare for employment in office information career
- perform administrative duties such as maintaining medical records, scheduling appointments, document production, and apply
- computer management tools and equipment to achieve them
- operate medical office equipment and technology
- review and interpret medical records for disease processes, surgical procedures, and other medical treatments code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances using ICD-9-CM and CPT-4 coding
- perform in a safe manner that minimizes risk to patients, self, and others

**Note:**

Employment in the health care industry may require a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification in accordance with Senate Bill 38 and House Bill 160. Additionally, a credit check and/or drug screening may be requested by companies in accordance with their policies. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing the MTC program does not guarantee future employment.

## Office Information Technology (Medical Office Option)

*Associate of Applied Business Degree*

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
BUS 2150A	Legal Environment of Business	5		All	None
ENG 1090A	English Composition I	4		All	ACT or placement test and OIS1240A or concurrent or examination
MSC 1030A	Medical Terminology	4		All	None
OIS 1320A	Workplace Technologies	2		F	None
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		19			
<b>SECOND QUARTER (Winter 2012)</b>					
BUS 1010A	Business English Skills	4		W	OIS1240A or concurrent
ECN 2000A	Microeconomics	4		W, Sp	None
OIS 1270A	Integrated Office Technologies	2		W	OIS1240A
OIS 1250A	Computer Applications II	4		All	OIS1240A
OIS 1500A	Web Page Authoring I	4		W	OIS1240A
<i>Term Total</i>		18			
<b>THIRD QUARTER (Spring 2012)</b>					
ENG 1100A	English Composition II	2		All	ENG1090A
OIS 1320A	Word Advanced	2		Sp	OIS1240A
OIS 1340A	Excel Advanced	2		Sp	OIS1250A
OIS 2050A	Records and Data Management	2		Sp	OIS1250A or concurrent
MKT 2030A	Principles of Marketing	4		F, Sp	OIS1240A or concurrent, & ECN2000A recommended
<i>Term Total</i>		12			
<i>Total Quarter Hrs - 1st year</i>		49			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
ENG 1400	Oral Communications		3	All	None
MGT 1400	Introduction to Management		3	All	None
MSC 1185	Medical Office Procedures		3	F, Sp	Dept. Approval
HIT 1200	Health Records Management		2	F, Sp	None
BUS 2100	Ethics		3	W, Sp	None
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
<i>Term Total</i>			18		
<b>FIFTH SEMESTER (Spring 2013)</b>					
MSC1140	Medical Insurance and Billing		3	Sp	MSC1185
BUS 2900	Cooperative Education Experience		2	All	BUS2800
ENG 1200	Business Communications		3	All	ENG1000
ACC 1400	Financial Accounting		4	All	Compass or MTH0980
OIS 1260	PowerPoint		1	Sp	OIS1240
OIS 2220	Office Technology Capstone		3	Sp	OIS 1270, OIS1320, BUS1010, & ENG1100
<i>Term Total</i>			16		
<i>Total Semester Hrs - 2nd year</i>			34		

## INFORMATION TECHNOLOGIES

### Program

#### Interactive Media

Create, design, and produce interactive multimedia products and services for a wide range of career fields such as business, training, entertainment, communications, and marketing. Traditional art courses, such as drawing and photography, complement the courses in digital design and website development.

### Degree

#### Associate of Technical Study (A.T.S.)

Two-year full-time degree schedule; unique course of study combining courses at the Ohio State University and MTC; includes a mixture of business, design, communications, and technology courses; program can be completed on a part-time basis.

### Careers

Audio/Visual Specialist  
Imaging Specialist  
Internet Development Specialist  
Instructional Designer  
Media Designer  
Multimedia Programmer  
Multimedia Technician  
Web Development Programmer  
Video Specialist  
Web Designer  
Web Site Developer

## STUDENT LEARNING OUTCOMES

### What am I expected to learn?

- demonstrate a knowledge of, and appreciation for, visual arts
- explain computer operating systems, data back-up procedures, and basic networking concepts
- evaluate and effectively use Microsoft Office, Microsoft Project, the Adobe Creative suite, and other programs related to interactive media
- develop, design, and maintain Web pages, Web applications, and Web sites
- effectively utilize hardware, software, and cameras to create photographs, and video/audio productions
- use a software development tool (such as Visual Basic, ASP.NET, or other scripting tools) to develop a software application
- demonstrate an understanding of business processes, business project planning, and basic business concepts
- evaluate and utilize marketing strategies

## Admission

### Special

1. MTC Application for Admission and nonrefundable applicable fee, as well as a separate program application.
2. Final high school transcript (or GED results) and college transcripts (if applicable); ACT scores are encouraged.
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required; any College Foundation courses suggested by COMPASS results are highly recommended.
4. Completed Interactive Media Program application.
5. Meeting with Interactive Media advisor for approval.
6. Courses offered at OSUM incur a \$95 additional cost per course.

# Interactive Media Technology

## Associate of Technical Studies Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
OIS 1600A	Design Fundamentals for Visual Media [OR]	5		F	Major only
ART 2050Z	Beginning Drawing (5)			F,W	Major only
ENG 1090A	English Composition I	4		All	OIS1240A or concurrent and Compass Score
OIS 1240A	Computer Applications I	4		F, Sp	OIS1200A or TST
ECN 2000A	Microeconomics	4		F, Sp	None
<i>Term Total</i>		17			
<b>SECOND QUARTER (Winter 2012)</b>					
CIT 1700A	Introduction to Visual Programming	4		W	OIS1200A or TST
OIS 1500A	Web Page Authoring I	4		Sp	OIS1240A
ENG 1100A	English Composition II	2		All	ENG1090A
ART 3000Z	Digital Photography	5		F, W	None
MKT 2030A	Principles of Marketing	4		F, W	OIS1240A or concurrent, & ECN2000A recommended
<i>Term Total</i>		19			
<b>THIRD QUARTER (Spring 2012)</b>					
CIT 2540A	ASP.NET-Web Application Development	4		Sp	CIT1700A
OIS 1250A	Computer Applications II	4		W, Sp	OIS1240A
MGT 1400A	Introduction to Management	4		All	None
ENG 1140A	Business Communications	4		All	ENG1090A and OIS1240A
<i>Term Total</i>		16			
<i>Total Quarter Hrs - 1st year</i>		52			
Course No	<b>FOURTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
BUS 2800	Cooperative Education Preparation		1	F, Sp	ENG1000 & 16 hours of coursework
OIS 2010	Video Technologies and Techniques		3	F	OIS1240
OIS 1510	Web Page Authoring II		3	F	OIS1500
ACC 1400	Financial Accounting		4	F, Sp	Compass or MTH0980
OIS 1520	Scripting		3	F	OIS1500 or CIT1700
MGT 2510	Project Management		3	F	MGT1400, OIS1240
<i>Term Total</i>			17		
<b>FIFTH SEMESTER (Spring 2013)</b>					
MGT 2500	Entrepreneurship and Small Business		3	Sp	MGT2410, MKT2030, ACC1400
OIS 2520	Web Page Authoring III		3	Sp	OIS1520
BUS 2900	Cooperative Education Experience		2	All	BUS2800
OIS 1320	Word Advanced		3	Sp	OIS1240
BUS 1100	Business Mathematics		3	All	Compass or MTH0980
OIS 1260	PowerPoint		1	F, Sp	OIS1240
<i>Term Total</i>			15		
<i>Total Semester Hrs - 2nd year</i>			32		



(this page intentionally left blank)

(this page intentionally left blank)